

# Lease Termination Letter

General template, not legal advice. Have an attorney in your state review before use. Last reviewed October 29, 2026.

Use Version A when the landlord is ending the tenancy and Version B when the tenant is. Keep a copy and proof of delivery. This letter does not replace an eviction notice for unpaid rent or a lease violation, which has its own rules.

## Version A: landlord to tenant

Date

Tenant name or names

Property address and unit

Lease or rental agreement date

Dear \_\_\_\_\_ (Tenant name),

This letter is written notice that your tenancy at \_\_\_\_\_ (Property address and unit) will end on \_\_\_\_\_ (Termination date). Please move out and return all keys by 11:59 p.m. on that date.

Reason for ending the tenancy: \_\_\_\_\_ (Reason, such as lease expiring and not renewed, owner move in, or sale. Write "not required" only where state and local law allow ending without a reason).

This notice is given at least \_\_\_\_\_ (Days of notice given) days before the termination date, which meets the notice required by your lease and by state law. If a local ordinance requires relocation help or a specific notice form, it is attached.

Notice to end a month-to-month tenancy: \_\_\_\_\_ (check the rule in your state)

Before you leave, please remove all belongings, clean the home, and send us your forwarding address in writing. You may ask for a walk-through inspection before move-out; please call \_\_\_\_\_ (Phone) to schedule it. We will return your security deposit, less any lawful deductions with an itemized list, within the time state law requires.

Deposit return deadline: \_\_\_\_\_ (check the rule in your state)

Rent remains due through the termination date. If you have questions, contact \_\_\_\_\_ (Landlord contact name, phone and email).

Sincerely,

\_\_\_\_\_  
Landlord or agent signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

## Proof of delivery

- ☐ Hand delivered to the tenant on \_\_\_\_\_ (Date)
- ☐ Mailed by certified mail on \_\_\_\_\_ (Date), tracking number \_\_\_\_\_ (Tracking number)
- ☐ Posted at the door and mailed on \_\_\_\_\_ (Date)
- ☐ Emailed on \_\_\_\_\_ (Date), where the lease allows notice by email

Delivered by (name)  
\_\_\_\_\_

## Version B: tenant to landlord

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord or manager name

\_\_\_\_\_  
Landlord notice address

\_\_\_\_\_  
Property address and unit

Dear \_\_\_\_\_ (Landlord name),

Please accept this letter as my written notice that I will end my tenancy at \_\_\_\_\_ (Property address and unit) and move out on or before \_\_\_\_\_ (Move-out date). This gives at least \_\_\_\_\_ (Days of notice given) days' notice, as my lease and state law require.

If I am ending a fixed-term lease early, the reason is: \_\_\_\_\_ (Reason, if any, such as active military orders or another protected reason under state law). Supporting documents are attached where the law requires them.

Early termination for military service: \_\_\_\_\_ (check the rule in your state)

Early termination for domestic violence survivors: \_\_\_\_\_ (check the rule in your state)

Please send my security deposit and any itemized deductions to my forwarding address: \_\_\_\_\_ (Forwarding address). I would like to schedule a move-out inspection; I can be reached at \_\_\_\_\_ (Tenant phone and email).

Sincerely,

\_\_\_\_\_  
Tenant signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

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