

[Date]

[Tenant Name]

[Current Address]

[City, State, ZIP]

[Phone] | [Email]

[Landlord Name]

[Landlord Address]

[City, State, ZIP]

**Re: Lease Cancellation Request – [Property Address], Lease Dated [Original Lease Date]**

Dear [Landlord Name],

I am writing to formally request cancellation of my lease agreement for the above-referenced property, signed on [Original Lease Date] and set to begin on [Lease Start Date]. I am requesting a cancellation date of [Requested Cancellation Date].

The reason for this request is [brief explanation, e.g., active military deployment / uninhabitable conditions / domestic violence].

Return my security deposit of \$[Amount] to the forwarding address below. Please confirm receipt of this letter in writing at your earliest convenience.

Forwarding address: [New Address]

Sincerely,

[Tenant Name]    Date: \_\_\_\_\_