

Professional relocation notification

Subject: Lease Termination Due to Relocation

Dear [Landlord's Name],

I regret to inform you that I must terminate my lease at [Address], as I have been relocated for work to [New City]. My last day in the unit will be [Date], as per the required notice period.

I will ensure that the property is cleaned and all obligations are met before departure. Please advise regarding the security deposit and move-out procedures.

Thank you for your cooperation.

Sincerely,

[Your Name]

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