

Lease cancellation for temporary work assignment

Subject: Lease Termination Notification

Dear [Landlord Name],

I am informing you that I will need to vacate [Apartment Address] by [End Date] due to a temporary work assignment in another city. This email serves as my official notice of lease cancellation.

Kindly provide details regarding the return of keys and security deposit settlement. Thank you for your understanding.

Best regards,

[Your Name]

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