Dear (Landlord),

It upsets me to have to tell you this because you’ve been such a great landlord, but unfortunately I need to end my tenancy early. I recently received a promotion at work, which requires me to transfer to my company’s office in Winnipeg.

I currently have five months left in my one year lease and will need to move out on (month, day, year). My place is always kept tidy, and I am flexible with my schedule for rental showings. I will have the property professionally cleaned once I move out.

I would like to offer you my help in finding a replacement tenant for your property. I am happy to talk to my friends and coworkers who may be looking to move.

If you have any questions or require any further action on my part, please feel free to email, text or phone me. Thank you so much for your understanding.

Sincerely,  
(Tenant)