

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally notify you of my intention to resign from my lease at [Your Rental Address]. In accordance with the terms of our lease agreement, I am providing [number of days] days' notice, with my last day of residency being [Move-Out Date].

This decision was not made lightly, and I want to express my gratitude for your understanding and support during my tenancy. I will ensure the property is returned in good condition and will comply with all move-out procedures as outlined in our lease agreement.

Please let me know if you would like to schedule a final walk-through or discuss the return of my security deposit.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]