

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

Subject: Notice to Vacate

Dear [Landlord's Name],

I hope this message finds you well. This letter serves as formal notification of my intent to vacate my flat located at [Your Flat Address] on or before [Move-Out Date].

As per the terms of our lease agreement, I am providing [number of days] days' notice. My final day of residency will be [Final Move-Out Date].

I appreciate the time I have spent at the property and request a final walkthrough inspection to discuss the return of my security deposit.

Please let me know a suitable time for this.

Thank you for your understanding.

Sincerely,
[Your Name]