

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

[Property Owner's Name]  
[Property Owner's Address]  
[City, State, Zip Code]

Dear [Property Owner's Name],

I hope this letter finds you well. I am writing to formally inform you that I will be vacating the property located at [Property Address] on [Vacate Date].

As per our rental agreement, I am providing [number of days/weeks] notice, ensuring compliance with the notice period required. I will ensure that the property is in good condition and will return the keys on or before my vacate date.

Please let me know if you would like to schedule a walkthrough of the property to discuss the return of the security deposit and any other relevant matters.

Thank you for your understanding.

Sincerely,  
[Your Name]