

[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 am writing to officially notify you of my intention to vacate the premises located at [Your Address] as of [Move-Out Date]. According to the lease agreement, I am providing [number of days, e.g., 30 days] notice prior to my departure.

Please let me know how you would like to handle the final walkthrough and the return of my security deposit. I appreciate your attention to this matter and hope to make this transition as smooth as possible.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]