

[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],  
Subject: Move-Out Notice

I hope this message finds you well. I am writing to formally notify you of my intention to vacate the premises at [Your Current Address] as of [Move-Out Date]. This notice is in accordance with the [number of days, e.g., 30 days] notice period required by our lease agreement.

I will ensure that the property is returned in good condition and will coordinate with you to schedule a move-out inspection. Please let me know your preferred dates for this.

Thank you for your understanding, and I appreciate your cooperation during my tenancy.

Sincerely,

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