

[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: Notice of Intention to Vacate

I am writing to formally notify you of my intention to vacate the premises located at [Your Address] on or before [Move-out Date].

As per the lease agreement, I am providing [Number of Days/Weeks] notice before moving out. My final day of residence will be [Move-out Date].

Please let me know how you would like to proceed with the final walkthrough and returning of keys. I would appreciate any information regarding the return of my security deposit as well.

Thank you for your attention to this matter.

Sincerely,
[Your Name]