

[Your Name]
[Your Current 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 hope this letter finds you well. I am writing to formally notify you of my intention to move out of my apartment located at [Apartment Address] on [Move-Out Date].

As per our lease agreement, I am providing [number of days, typically 30] days' notice. My final day of occupancy will be [Final Day of Occupancy]. Please let me know if there are any specific procedures you would like me to follow regarding the move-out process and the return of my security deposit.

Thank you for your understanding. I appreciate your assistance during my tenancy.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]