

[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 Intent to Vacate Premises

I am writing to formally notify you of my intent to vacate the premises located at [Your Address], effective [Move-Out Date]. In accordance with the terms of our lease agreement, I am providing [number of days notice, e.g., 30 days] notice.

I will ensure that the property is in good condition upon my departure and will coordinate a time for the final walkthrough as needed. Please let me know if you require any additional information or if there are specific procedures to follow before moving out.

Thank you for your understanding.

Sincerely,  
[Your Name]