

[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

I hope this message finds you well. I am writing to formally notify you of my intent to vacate the premises located at [Your Flat Address] on [Move-Out Date].

As per our rental agreement, I am providing [Notice Period, e.g., 30 days] notice. My last day of occupancy will be [Last Day in the Flat]. Please let me know the process for the final inspection and the return of my security deposit.

Thank you for your understanding.

Sincerely,
[Your Name]