

[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],

I hope this message finds you well. I am writing to formally notify you of my intention to vacate my apartment located at [Apartment Address] by [Move-Out Date].

I appreciate the time I have spent in the apartment and thank you for your support during my tenancy. Please let me know the next steps regarding my move-out process and any necessary arrangements for the return of my security deposit.

Thank you for your understanding.

Sincerely,  
[Your Name]