

[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 to Vacate

I am writing to formally notify you of my intention to vacate the flat located at [Your Flat Address] on or before [Move-out Date]. In accordance with the lease agreement, I provide this notice [number of days notice, typically 30] days prior to my move-out date.

I will ensure that the flat is cleaned and in good condition before handing over the keys. Please let me know if you would like to schedule a walkthrough of the apartment before my departure.

Thank you for your understanding. I appreciate the time I have spent living here.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]