

[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 am writing to formally notify you of my intention to move out of [Apartment/Unit Number] at [Property Address] on [Move-Out Date]. In accordance with the lease agreement, I am providing [number of days] notice as required.

Please let me know if there are any specific move-out procedures I should follow and when you would like to schedule a final walkthrough of the apartment.

Thank you for your understanding.

Sincerely,
[Your Name]