

[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 vacate the rental property located at [Property Address]. According to the terms of my lease agreement, I am providing [X days/weeks] notice, and my intended move-out date is [Move-out Date].

Please let me know your preferred arrangements for the return of my security deposit and any final inspection of the property.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]