

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Tenant's Name],

This letter serves as your official 30-day notice to vacate the premises located at [Rental Property Address]. As per our rental agreement, notice is required at least 30 days prior to your intended move-out date, which we expect to be no later than [Move-out Date].

Please ensure that you remove all personal belongings and return the keys to the property by the specified date. Any arrangements regarding the return of your security deposit will be communicated to you once the property is inspected following your departure.

Should you have any questions or require assistance during your move, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]