

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

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

Subject: Notice of [Type of Notice, e.g., Rent Payment, Lease Termination, etc.]

Dear [Landlord's Name],

I am writing to formally notify you regarding [specific issue, e.g., my rental payment due on (date), my intent to vacate, etc.].

As per our rental agreement dated [date of lease agreement], I am [explain your situation briefly, e.g., submitting my rent payment for the month of (month), or giving notice to terminate my lease].

[Provide further details if necessary, e.g., amount of rent due, reasons for termination, etc.]

Please feel free to contact me at [your phone number] or [your email] for any further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Apartment Number (if applicable)]