

[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 intent to vacate the premises located at [Your Address] effective [Move-Out Date]. In accordance with the lease agreement, this letter serves as my [number of days] days' notice.

I appreciate the opportunity to have lived in the property and will ensure that everything is left in good condition. Please let me know the preferred process for the final inspection and returning the keys.

Thank you for your attention to this matter. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]