

[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 premises located at [Your Address] on or before [Move-Out Date]. This letter serves as my [number of days] days' notice, as required by our rental agreement.

I will ensure that the property is returned in good condition and will provide you with my new forwarding address for the return of my security deposit.

Please let me know if you need to schedule any inspections before my departure.

Thank you for your understanding.

Sincerely,
[Your Name]