

[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] effective [Move-Out Date].

As per the terms of our lease agreement, I am providing [Number of Days] notice. My last day of residency will be [Move-Out Date]. I will ensure that the apartment is returned in good condition and agree to schedule a walkthrough inspection at your convenience.

Please let me know if there are any specific procedures you would like me to follow regarding the move-out process or the return of my security deposit.

Thank you for your attention to this matter.

Sincerely,
[Your Name]