

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

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

Subject: Lease Ending Notification

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally notify you that my lease at [Rental Property Address] is set to end on [Lease End Date].

As per our agreement, I will be vacating the property by [Vacate Date]. Please let me know if there are any specific move-out procedures or inspection arrangements you would like to schedule.

Thank you for your understanding and cooperation.

Sincerely,
[Your Name]