

[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 give my notice to vacate the rental property located at [Your Rental Address]. According to our lease agreement, I am providing [number of days, e.g., 30 days] notice, and my last day of occupancy will be [Last Day of Occupancy, e.g., March 31, 2023].

I appreciate the opportunity to have lived in the property and will ensure that it is left in good condition. Please let me know the process for arranging a final walk-through and the return of my security deposit. Thank you for your understanding.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]