

[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 hope this message finds you well. I am writing to formally notify you of my intent to [terminate my lease/notify of intent to vacate] the premises located at [Rental Property Address] effective [Move-Out Date]. As per our lease agreement, I am providing [number of days, e.g., 30 days] notice, and I will ensure that the property is in good condition prior to my departure. Please let me know your preferred arrangements for the final walk-through and return of my security deposit.

Thank you for your understanding. If you have any questions or need further information, please feel free to contact me.

Sincerely,
[Your Name]