

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

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

Subject: Notice of Intent to Vacate

Dear [Landlord's Name],

I am writing to formally notify you of my intent to vacate the property located at [Rental Property Address], in accordance with the terms of our lease agreement. This letter serves as my [number of days] days' notice, with my intended move-out date being [Move-Out Date].

I will ensure that the property is thoroughly cleaned and in good condition prior to my departure. Please let me know if there is a convenient time for you to conduct a walkthrough inspection before my move-out.

Thank you for the time I have spent at the property. I appreciate your understanding and support during my tenancy.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]