

[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 letter finds you well. I am writing to formally give notice that I will be vacating my rental unit at [Your Address] on [Date], fulfilling the two-month notice period as per our lease agreement.

I appreciate the time I have spent living here, and I want to ensure a smooth transition. Please let me know your preferred time for a final walkthrough of the property.

Thank you for your understanding.

Sincerely,  
[Your Name]