

[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 give you notice of my intention to [vacate/terminate my lease] at [Property Address] effective [Date, two days from today].

I appreciate your understanding and assistance in this matter. Please let me know if there are any specific procedures you would like me to follow during this transition.

Thank you for your attention.

Sincerely,
[Your Name]