

[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],

Subject: Notice of Intent to Vacate

I hope this letter finds you well. I am writing to formally notify you of my intent to vacate the premises located at [Your Address] on [Move-Out Date].

As per the terms of our tenancy agreement, I am providing [number of days] days notice. I plan to leave the property in good condition, and I will ensure that all rent and other obligations are met before my departure.

Please let me know if there are any specific move-out procedures or inspections that need to be scheduled.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]