

[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 notify you of my intention to vacate the property located at [Rental Property Address] on [Move-Out Date]. In accordance with the lease agreement, I am providing [Notice Period, e.g., 30 days] notice.

I have enjoyed my time living in the property, and I appreciate your support as a landlord. I will ensure that the premises are returned in good condition and will schedule a walkthrough at your convenience prior to my departure.

Please advise on the procedure for returning my security deposit and any additional move-out requirements.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]