

[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 to Vacate

I am writing to formally notify you of my intention to vacate the premises located at [Rental Property Address] on or before [Vacate Date], in accordance with the notice period required by our lease agreement. This decision has not been made lightly, and I appreciate the time I have spent living in the property. Please let me know when a convenient time would be for you to conduct a final walkthrough of the apartment and discuss the return of my security deposit. Thank you for your understanding.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]