

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Subject: Notice to Move Out

Dear [Tenant's Name],

This letter serves as formal notice for you to vacate the premises located at [Property Address]. According to the terms of your lease agreement, you are required to provide [Number of Days] days' notice prior to moving out. Therefore, this notice is being provided in accordance with that requirement, and your expected move-out date is [Move-Out Date].

Please ensure that the property is returned in good condition and that all personal belongings are removed by this date. If you would like to discuss any details regarding your move-out or if you have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Signature (if sending a hard copy)]