

[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 intent to vacate the rental property located at [Rental Property Address] on [Move-Out Date].

As per our rental agreement, I am providing [number of days/weeks] notice and will ensure that the property is returned in good condition. Please let me know a convenient time for you to conduct a final walkthrough.

Thank you for your understanding.

Sincerely,
[Your Name]