

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

In accordance with the lease agreement, I am providing [number of days, e.g., "30 days"] notice. I will ensure that the property is in good condition upon my departure and will complete any required cleaning and repairs.

Please let me know your preferred time for a final walkthrough of the property. Additionally, I would appreciate information regarding the return of my security deposit.

Thank you for your understanding and support during my tenancy.

Sincerely,
[Your Name]