

[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: Termination of Tenancy Notice

I hope this message finds you well. I am writing to formally notify you of my intention to terminate my tenancy at [Rental Property Address], effective [Termination Date]. According to our rental agreement and local tenancy laws, I am providing you with [number of days/weeks required by the lease or law] notice prior to vacating the premises.

I will ensure that the property is in good condition upon my departure and will schedule a walkthrough at your convenience to discuss any necessary arrangements regarding the return of my security deposit. Please let me know if you need any additional information or if there are specific procedures you would like me to follow during this process.

Thank you for your attention to this matter.

Sincerely,

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