

[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 am writing to formally notify you of my intention to vacate the premises located at [Rental Property Address] at least 30 days from the date of this letter, as required by our lease agreement. My expected move-out date is [Move-Out Date].

I appreciate the time I have spent at the property and thank you for your understanding. Kindly let me know if there are any specific procedures you would like me to follow regarding the move-out process or the return of my security deposit.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]