

[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 that my lease for the property located at [Property Address] will be concluding on [Lease End Date]. As per the lease agreement, I wanted to ensure that you are informed of my intent to vacate the premises.

I will be moving out by [Move-Out Date], and will ensure that the property is returned in good condition. Please let me know if there are any specific move-out procedures you would like me to follow.

Thank you for your understanding and support during my tenancy. I appreciate the opportunity to have lived in your property.

Sincerely,
[Your Name]