

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Landlord's Name]  
[Apartment Complex Name]  
[Complex Address]  
[City, State, ZIP Code]

Dear [Landlord's Name],

I am writing to formally give notice of my intent to vacate my apartment located at [Your Apartment Number/Address] on [Move-Out Date]. In accordance with the lease agreement, I am providing [number of days] days' notice.

Please let me know the procedures for the move-out process and any details regarding the return of my security deposit.

Thank you for your attention to this matter.

Sincerely,

[Your Name]