

[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 intent to vacate the premises located at [Your Address] effective [Move-Out Date].

In accordance with my lease agreement, I am providing [Number of Days] days' notice. My last day of occupancy will be [Last Day in Property]. Please advise on the next steps regarding the key return and the final inspection of the property. I would also appreciate any information regarding the return of my security deposit.

Thank you for your understanding. Please let me know if you have any questions or need further information from my side.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]