

[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: Notice to Vacate

I am writing to formally notify you of my intention to vacate the rental property located at [Rental Property Address] on or before [Move-out Date].

This notice is being provided in accordance with the lease agreement, which requires [insert notice period, e.g., 30 days] notice prior to vacating the premises.

Please let me know the next steps regarding the return of my security deposit and any final inspections that need to take place.

Thank you for your attention to this matter.

Sincerely,
[Your Name]