

[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 of Intent to Vacate

I am writing to formally notify you of my intent to vacate the premises located at [Rental Address] as of [Move-out Date]. This notice is being provided in accordance with the notification period specified in our lease agreement.

I plan to vacate the property on or before [Move-out Date] and request that you schedule a final walk-through inspection, at your convenience, to discuss the return of my security deposit.

Thank you for your attention to this matter. Please let me know if you need any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]