

[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 of my intent to vacate the premises located at [Your Address] on [Vacate Date]. As per the terms of our lease agreement, I am providing [number of days] notice.

I will ensure that the property is left in good condition and will arrange for a final walkthrough at your convenience. Please let me know how you would like to proceed regarding the return of my security deposit.

Thank you for your understanding.

Sincerely,
[Your Name]