

[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]