

[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],

RE: Notice to Leave

I am writing to formally notify you that I will be vacating the premises located at [Rental Address] on or before [Move-Out Date]. This notice is being provided in accordance with the [state or local tenancy laws] which require a notice period of [XX days/weeks].

I intend to leave the property in good condition and meet any obligations regarding the return of the security deposit. Please let me know if you would like to schedule a time to conduct a final inspection of the property before my departure.

Thank you for your attention to this matter. Please confirm the receipt of this notice at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]