

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Landlord's Name]  
[Landlord's Address]  
[City, State, ZIP Code]

Subject: Notice of Lease End

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally notify you that my lease for the property located at [Property Address] will be ending on [Lease End Date]. As per our agreement, I will be vacating the premises by that date.

Please let me know if there are any specific procedures I should follow for the return of keys and the condition inspection of the property.

Thank you for the duration of my tenancy. I appreciate your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]