

[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 hope this letter finds you well. I am writing to formally notify you of my intent to vacate the residential property located at [Your Address] on or before [Move-Out Date]. This notice is provided in accordance with the terms of my lease agreement.

I will ensure that the property is left in good condition and will arrange for a final walk-through at your convenience. Please let me know if there are any specific procedures you would like me to follow regarding the return of keys and any other necessary tasks related to my departure.

Thank you for the opportunity to be a tenant at your property. I appreciate your understanding and cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]