

[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 Tenancy Termination

I am writing to formally notify you of my intention to terminate my tenancy at [Rental Property Address] effective [Termination Date]. This notice is given in accordance with the terms of our lease agreement. Please let me know the next steps regarding the move-out process and any inspection of the premises. I would appreciate arranging a time to return the keys and discuss the return of my security deposit.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Apartment/Unit Number] (if applicable)