

[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 Lease Conclusion

I hope this letter finds you well. I am writing to formally notify you that I will be concluding my lease for the property located at [Property Address], which is set to expire on [Lease End Date].

As per the terms of the lease agreement, I am providing this written notice [X days/weeks] in advance. I plan to vacate the premises on or before [Move-Out Date].

Please let me know if there are any specific move-out procedures or requirements I should be aware of as I prepare for my departure.

Additionally, I would appreciate information regarding the return of my security deposit.

Thank you for the opportunity to rent this property. I look forward to settling all final arrangements.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]