

[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],

I am writing to formally notify you of my intent to vacate the premises located at [Your Address] on [Move-out Date].

As per the terms of our lease agreement, I am providing [number of days, typically 30] days notice. My final day of occupancy will be [Final Move-out Date].

I would appreciate your guidance on the move-out procedures and the return of my security deposit. Please let me know if you would like to schedule a time for the final walkthrough.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]