

[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 [Move Out/Terminate Lease]

I hope this message finds you well. I am writing to formally notify you of my intent to [move out/terminate the lease] for the property located at [Rental Property Address] effective [Move-Out Date/Termination Date]. As per the terms of our lease agreement, I am providing [X days/weeks] notice, and I plan to ensure that the property is in good condition upon my departure. I would like to arrange a time for you to conduct a final walkthrough of the property.

Please let me know if there are any specific procedures you would like me to follow regarding the move-out process. Additionally, I would appreciate guidance on the return of my security deposit.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]