

[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 hope this message finds you well.

I am writing to formally notify you that [Roommate's Name] will be vacating the premises at [Rental Address] on [Move-Out Date]. As per our rental agreement, we are providing [Number of Days] days' notice.

Please let me know if you require any further information or if there's a specific process we need to follow for the move-out.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]