

[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 inform you that my lease for [Property Address] will be ending on [Lease End Date]. As per the terms of our lease agreement, I will ensure that the property is in good condition upon my departure. Please let me know if you would like to schedule a walk-through before I vacate the premises.

Thank you for your understanding and support during my tenancy.

Sincerely,  
[Your Name]