

# Tenant Departure Announcement

Date: [Insert Date]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally announce my departure from the rental property located at [Insert Address]. My last day of residency will be [Insert Departure Date].

As per the rental agreement, I will ensure that the property is in good condition for the final walkthrough. Please let me know a convenient time for you to conduct the inspection.

Thank you for your understanding and support during my time here. I appreciate all that you have done.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]