

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 intention to terminate my rental agreement for the property located at [Rental Property Address]. As per the terms outlined in our lease agreement, I am providing [number of days] days' notice, with my intended move-out date being [move-out date].

Kindly let me know how you would like to proceed regarding the inspection of the premises and the return of my security deposit.

Thank you for your attention to this matter.

Sincerely,
[Your Name]