End of Lease Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Property Manager's Name]

[Property Management Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Property Manager's Name],

I am writing to formally notify you that I will be vacating the property located at [Your Address] at the end of my lease term, which ends on [Lease End Date]. As per the lease agreement, I am providing [Notice Period] days' notice.

Please let me know how you would like to handle the final inspections and the return of my security deposit. I appreciate your assistance throughout my tenancy and look forward to resolving all final matters.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Phone Number]