

Notice to Surrender Leased Premises

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

This letter serves as formal notice of my intention to surrender the leased premises located at [Address of Leased Premises], which I currently rent from you.

As per our lease agreement dated [Insert Lease Start Date], I am providing you with [Insert Notice Period, e.g., 30 days] notice. I plan to vacate the premises by [Insert Move-Out Date].

Please let me know of any specific procedures you would like me to follow to return the property to you in good condition. I would also appreciate confirmation of the date and time for the final inspection.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]