

Tenant Departure Notification

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

Address: [Landlord/Property Manager's Address]

Dear [Landlord/Property Manager's Name],

I am writing to formally notify you of my sudden departure from the property located at [Property Address] effective [Move-Out Date]. This decision was not made lightly and comes due to [brief explanation of reason, e.g., unforeseen circumstances, job relocation, etc.].

I understand the lease agreement stipulates a notice period and I will ensure that I comply with all terms regarding the termination of my tenancy. I plan to vacate the unit by [actual move-out date] and will ensure that the property is left in good condition.

Please let me know how you would like to proceed with the return of my security deposit and any final inspections. I appreciate your understanding in this matter and hope to ensure a smooth transition.

Thank you for your attention, and I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]