

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally inform you that I will be vacating the premises at [Your Address] on [Move-out Date].

Thank you for being a supportive landlord during my stay. I appreciate your prompt attention to maintenance issues and your understanding throughout my tenancy.

Please let me know if there are any final details we need to address prior to my departure.

Wishing you all the best in the future.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]