

Departure Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally inform you of my decision to vacate the rental property located at [Property Address]. According to our lease agreement, I will be providing [Notice Period, e.g., 30 days] notice, and my last day of tenancy will be [Last Day of Tenancy, e.g., Date].

I would like to take this opportunity to express my gratitude for your support during my stay. Your prompt attention to maintenance issues and your professionalism have made my experience a positive one.

Please let me know how you would like to handle the final walk-through and any specifics about returning my security deposit. I want to ensure all aspects are managed smoothly before my departure.

Thank you once again for everything. I wish you all the best in the future.

Sincerely,

[Your Name]

[Your Phone Number]