

Formal Goodbye Letter to Landlord

[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 notify you of my intention to vacate the property located at [Your Address] by [Move-Out Date]. My time here has been enjoyable, and I appreciate your support and timely communication throughout my stay.

Please let me know if there are any specific procedures I should follow for the checkout process. I am committed to ensuring a smooth transition and will ensure that the property is left in good condition.

Thank you for being a wonderful landlord. I wish you all the best in the future.

Sincerely,
[Your Name]