

[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 message finds you well. I am writing to inform you that I will be moving out of [Property Address] on [Move-Out Date]. It has been a pleasure renting from you and I want to express my heartfelt gratitude for your support during my time here.

The apartment has truly felt like home, and I appreciate your responsiveness to any concerns I had. I will always cherish the memories I made while living in this wonderful space.

Please let me know the best way to return the keys and ensure a smooth transition for the next tenant. If you need my new address for future correspondence, please feel free to reach out.

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

Sincerely,

[Your Name]