

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 formally notify you of my intention to vacate the premises at [Your Current Address] effective [Move-Out Date].

I am grateful for the time I have spent as your tenant and appreciate your attention and support throughout my lease. I will ensure that the property is returned to you in good condition, and I am happy to coordinate a convenient time for us to conduct the move-out inspection.

Please let me know how you would like to proceed regarding the return of my security deposit.

Thank you for your understanding. I wish you all the best in the future.

Sincerely,

[Your Name]