

# Departure Announcement

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally announce my departure from the rental space located at [Address] on [Departure Date].

As per the rental agreement, I am providing [Number of Days/Weeks] notice in advance of my move-out date. Please let me know when you would like to conduct a final inspection of the property.

Thank you for your understanding and support during my time in the space.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]