

# Tenant Address Transition Notification

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

Address: [Landlord/Property Manager's Address]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally notify you of my upcoming address transition. As of [Insert Move-out Date], I will be relocating from my current residence at [Current Address] to [New Address].

My decision to move is based on [brief reason for moving, if desired]. I intend to ensure that all necessary arrangements are made for a smooth transition, including conducting a final walkthrough of the property and settling any outstanding payments.

Thank you for your understanding and support during this transition. Please let me know if there are any specific procedures you would like me to follow before my departure.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]