

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Landlord or Property Manager Name]
[Company Name]
[Address]
[City, State, Zip Code]

Re: Notice of Lease Termination and Prorated Rent Payment

Dear [Landlord Name],

This letter serves as formal notice that I will be vacating the premises located at [Rental Address] on [Move-out Date]. My lease is scheduled to terminate on this date.

As my move-out date falls in the middle of the payment period, I have calculated the prorated rent balance due for the final month of [Month, Year].

The calculation is as follows:

- Total Monthly Rent: \$[Amount]
- Daily Rent Rate (Monthly Rent divided by [30/31] days): \$[Amount]
- Number of Days Occupied in Final Month: [Number of Days]
- **Total Prorated Amount Due: \$[Total Amount]**

Please find the payment for the prorated amount of \$[Total Amount] enclosed with this letter. [Optional: I have also sent this payment via (Online Portal/Zelle/Other Method)].

I will return all keys and remotes by [Time] on [Move-out Date]. Please send my security deposit refund and any final correspondence to my new forwarding address:

[Forwarding Street Address]
[City, State, Zip Code]

Please contact me at [Phone Number] to schedule a final move-out inspection.

Sincerely,

[Your Signature]
[Your Printed Name]