

**Date:** [Current Date]

**To:** [Landlord or Property Manager Name]

**From:** [Tenant Name(s)]

**Property Address:** [Full Address of the Rental Unit]

Dear [Landlord Name],

Please accept this letter as formal notification that I will be vacating the rental unit located at [Full Address] on [Date you plan to move out]. This date provides at least thirty (30) days' notice from today's date, in accordance with the terms of my lease agreement.

I intend to leave the premises in a clean and undamaged condition. I would like to schedule a final walk-through inspection on [Date] at [Time]. Please let me know if this works for you.

Please send my security deposit refund and any final correspondence to my new forwarding address:

[Your New Street Address]

[City, State, Zip Code]

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]