

Date: [Current Date]

To: [Landlord or Property Manager Name]

From: [Tenant Name(s)]

Property Address: [Full Address of Rental Unit]

Dear [Landlord Name],

Please accept this letter as formal notification that I will be vacating the premises located at [Address] on [Date of Departure]. This notice provides at least thirty (30) days' notice in accordance with my lease agreement.

I will return all keys and remotes to you on or before [Date of Departure]. I will ensure the property is cleaned and cleared of all personal belongings prior to my move-out.

Please let me know when you would like to conduct the final walk-through inspection. My forwarding address for the return of my security deposit is:

[Forwarding Street Address]

[City, State, Zip Code]

Thank you for your cooperation.

Sincerely,

[Tenant Signature]

[Tenant Printed Name]

[Phone Number]