**[Your Name]**

[Your Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

**[Landlord's Name]**

[Landlord's Address]

[City, State, ZIP Code]

Dear [Landlord's Name],

I am writing to formally notify you of my intention to vacate the rental property at [Property Address] in two weeks, with my final move-out date being [Last Day of Tenancy, e.g., December 3, 2024]. As required by the lease agreement, I am providing this two-week notice to ensure sufficient time for your records and any necessary inspections.

I kindly request that you contact me to arrange a move-out inspection and discuss the return of my security deposit. Please let me know if there are any additional steps required before I vacate the property.

Thank you for your cooperation, and I appreciate your understanding. I have enjoyed my time here and will ensure that the property is left in good condition for the next tenant.

Sincerely, [Your Full Name]