[Today’s date]

[Tenant’s Name]

[Rental Address]

Dear [Tenant name],

This letter serves as your **30-day notice to vacate**. Please vacate the property by [move-out date]. Arrange a walk-through before you leave.

Keys must be returned to the management office.

We will refund your security deposit per state law following inspection and receipt of your forwarding address.

Sincerely,

[Landlord’s Name]

[Signature]