[Your Full Name]

[Your Address]

[Your Phone Number]

[Date]

Sent via [email or certified mail]

[Landlord Name]

[Property Management Company (if applicable)]

[Street]

[City, State, Zip]

 Re: rental property located at [address]

Dear [Landlord or Property Manager Name],

In accordance with [the notice I provided] [or] [our lease], I vacated the premises listed above on [Date]. I left the premises in the same condition as when I moved in. My forwarding address is:

[Street]

[City, State, Zip Code]

My phone number continues to be: [phone number]. Please send my deposit and any other correspondence to the address above. Please feel free to call me if there is anything else we need to discuss.

Yours truly,

[Name]