

[Your Name]
[Your Phone Number]
[Your Email Address]

[Date]

[Landlord or Property Manager Name]
[Management Company Name, if applicable]
[Recipient Address]
[City, State, Zip Code]

RE: [Property Address and Unit Number]

Dear [Landlord or Property Manager Name],

[Write the purpose of your letter here. For example: notice of intent to vacate, request for repairs, or inquiry regarding lease renewal.]

[Provide specific details, dates, or descriptions relevant to your request.]

[State the action you would like the recipient to take and provide a timeline if necessary.]

Thank you for your time and attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]