

[Your Name]  
[Your Current Address, Unit Number]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Landlord or Property Manager's Name]  
[Landlord's Address]  
[City, State, Zip Code]

**RE: NOTICE OF INTENT TO VACATE**

Dear [Landlord or Property Manager Name],

Please accept this letter as formal written notice that I will not be renewing my lease for the property located at [Your Current Address, Unit Number].

My current lease term expires on [Lease End Date]. I will vacate the premises and return all keys no later than [Move-out Date/Time].

I will ensure the unit is cleaned and returned in the condition required by the lease agreement. Please let me know a convenient time during my final week to conduct a move-out inspection.

Please send my security deposit refund and the itemized list of any deductions to my new forwarding address:

[Your New Forwarding Address]  
[City, State, Zip Code]

Thank you for your cooperation during my tenancy.

Sincerely,

[Your Signature]  
[Your Printed Name]