

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

[Date]

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

Re: Notice of Intent to Vacate

Dear [Landlord's Name],

I am writing to formally notify you that I will not be renewing my lease for the property located at [Property Address]. My current fixed-term lease is scheduled to expire on [Lease End Date].

In accordance with the terms of our agreement, please accept this letter as my official [Number of Days]-day notice. I intend to vacate the premises no later than [Date of Move-out].

I will ensure the property is cleaned and returned in good condition. Please let me know the preferred process for returning the keys and your availability for a final walk-through inspection.

Regarding my security deposit, please send the funds to my new forwarding address:

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

Thank you for the opportunity to rent from you.

Sincerely,

[Your Signature]
[Your Printed Name]