

[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 Lease Termination and Request for Security Deposit Return

Dear [Landlord's Name],

This letter serves as formal notice that I will be vacating the premises located at [Your Rental Address] on [Your Move-out Date]. This notice is provided in accordance with the terms of my lease agreement.

I will return all keys and remotes to you on or before the move-out date. I intend to leave the property in a clean and undamaged condition, barring normal wear and tear. Please let me know if you would like to schedule a final walk-through inspection.

Regarding my security deposit in the amount of \$[Deposit Amount], please send the full refund, along with an itemized list of any deductions (if applicable), to my new forwarding address within [Number of Days required by state law] days as required by law.

Forwarding Address:

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

If you have any questions, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]