

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

[Date]

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

RE: Notice of Intent to Vacate and Request for Security Deposit Return

Dear [Landlord Name],

Please accept this letter as formal notification that I will be vacating the premises located at [Your Current Rental Address] on [Your Move-out Date].

I am requesting a move-out inspection on [Date] at [Time] to ensure the property meets your expectations. Please let me know if this time works for you.

Regarding my security deposit in the amount of \$[Amount], please send the full refund (minus any legally allowable deductions) to my new forwarding address listed below:

New Forwarding Address:

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

I expect to receive the deposit or an itemized list of deductions within [Number of Days required by local law] days, as required by state law.

Thank you for your cooperation.

Sincerely,

[Your Signature]
[Your Printed Name]