

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

[Date]

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

RE: Notice of Intent to Vacate at End of Lease Term

Dear [Landlord or Property Manager Name],

Please accept this letter as formal notification that I will be vacating the premises located at [Your Current Address] on [Date of Move-Out]. My current lease agreement expires on [Lease End Date], and I do not wish to renew or transition to a month-to-month tenancy.

This letter provides the required sixty (60) days' notice as specified in my lease agreement. I will ensure that the property is cleaned and returned in the condition required by the contract. I will return all keys and property access devices on or before the move-out date.

Please let me know the scheduled time for a final move-out inspection. I would like to be present to discuss any potential deductions from my security deposit.

Please send my security deposit refund and any final correspondence to the following forwarding address:

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

Thank you for your cooperation during my residency.

Sincerely,

[Your Signature]

[Your Printed Name]