

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

[Date]

[Property Management Company Name]  
[Property Manager Name]  
[Office Address]  
[City, State, Zip Code]

RE: 60-Day Notice of Intent to Vacate

Dear [Property Manager Name or Management Company],

Please accept this letter as formal notification that I will be vacating my rental unit located at [Your Address] on [Date of Departure]. This notice provides the full 60 days required by my lease agreement.

My lease will officially terminate on [Last Day of Lease/Move-out Date]. I will remove all personal belongings and return the keys to the management office by [Time] on that date.

I would like to schedule a move-out inspection during my final week of occupancy. Please let me know which date and time works best for your team. I intend to leave the property in clean and good condition.

Please mail my security deposit refund, along with an itemized list of any deductions, to my forwarding address:

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

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

Sincerely,

[Your Signature]  
[Your Printed Name]