

Date: [Current Date]

To: [Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Re: Notice of Intent to Vacate

Dear [Landlord's Name],

Please accept this letter as formal written notice that I will be vacating the premises located at [Your Current Address, Unit Number, City, State, Zip Code] on [Date you plan to move out]. This date provides at least thirty (30) days' notice from today's date.

I am ending my lease agreement because [Optional: provide reason, e.g., my lease term is ending / I am moving for work].

I will ensure that the property is cleaned and returned to the condition required by our lease agreement. I would like to schedule a final walk-through inspection on [Date] at [Time] to discuss the return of my security deposit.

Please send my security deposit and any final correspondence to my new forwarding address:

[Your Name]

[Your New Address]

[City, State, Zip Code]

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]