

Date: [Current Date]

To: [Landlord or Property Manager Name]

[Landlord's Address]

[City, State, Zip Code]

Re: Notice of Intent to Vacate

Dear [Landlord Name],

Please accept this letter as formal notification that I will be vacating the premises located at [Your Current Address, Unit #] on [Last Day of Lease/Move-out Date]. This date provides at least thirty (30) days' notice from today's date.

I am ending my lease because [Optional: mention lease expiration or personal reasons]. I will ensure that the unit is cleaned and all personal belongings are removed by the move-out date mentioned above.

Please let me know when we can schedule a final walk-through inspection to assess the condition of the property. I would also like to return the keys to you at that time.

Regarding my security deposit, please send the funds to my new forwarding address:

[Your New Address]

[City, State, Zip Code]

If you have any questions, you can reach me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]