

Date: [Current Date]

To: [Property Owner/Landlord Name]

[Owner's Address]

[City, State, Zip Code]

Re: Notice of Departure and Intent to Vacate

Dear [Property Owner Name],

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

In accordance with the terms of my lease agreement, I am providing [Number] days' notice. I intend to leave the premises in clean condition and will return all keys and access devices to you by the date mentioned above.

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

[Your Name]

[New Forwarding Address]

[City, State, Zip Code]

I would like to schedule a final walk-through inspection of the property on [Date] at [Time]. Please let me know if this works for you.

Thank you for your cooperation during my tenancy.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]