

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

[Date]

[Landlord or Property Manager's Name]
[Property Management Company, if applicable]
[Address]
[City, State, Zip Code]

RE: Notice of Intent to Vacate / Lease Termination

Dear [Landlord's Name],

Please accept this letter as formal notification that I will be terminating my lease and vacating the property located at [Rental Property Address] on [Date of Move-Out].

I am providing this notice in accordance with the terms of my lease agreement, which requires a notice period of [Number of Days] days.

I would like to schedule a move-out inspection to review the condition of the property. Please let me know a convenient time during my final week for this walkthrough.

Please send my security deposit, minus any lawful deductions, to the following forwarding address:

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

Thank you for your cooperation during my residency.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]