

Notice Intent To Vacate

[Your Name]

[Your Current Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's or Property Manager's Name]

[Landlord's Address or Property Management Office Address]

[City, State, ZIP Code]

RE: Notice of Intent to Vacate

Dear [Landlord's or Property Manager's Name],

I trust this correspondence finds you in good health and spirits. This letter serves as formal notification of my intention to vacate the premises located at **[Your Address]**. In strict compliance with the stipulations articulated in our lease agreement, I am hereby providing [number of days required, e.g., 30 or 60 days'] notice. My anticipated departure date will be **[Date of Move-Out]**.

The rationale behind my decision to terminate my tenancy is [brief reason, e.g., "professional relocation," "modification of personal circumstances," or "purchasing a residential property"]. My tenure at this property has been appreciable, and I extend my gratitude for the expeditious manner in which you have addressed any concerns that arose during this period.

I am committed to ensuring the unit is returned in pristine condition, consistent with the expectations outlined in the lease. Please advise if you would prefer to schedule a conclusive walkthrough or inspection prior to my departure. Furthermore, kindly provide the necessary guidelines concerning the return of my security deposit, including the forwarding address for its remittance.

For any requisite follow-up communication post-vacancy, I am accessible via **[Your Email Address]** or **[Your Phone Number]**. My forwarding address for correspondence is as follows:

[Your New Address]

[City, State, ZIP Code]

Thank you for your professional cooperation throughout my occupancy. Kindly acknowledge receipt of this notice at your earliest opportunity.

Yours sincerely,

[Your Full Name]

[Optional: Your Signature if sending a hard copy]