

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 hope this letter finds you well. I am writing to formally provide my notice of intent to vacate the rental property located at **[Your Address]**. In accordance with the terms of my lease agreement, I am providing you with [number of days required, e.g., 30 or 60 days'] notice, with my final day of occupancy being **[Date of Move-Out]**.

The reason for my decision to vacate is [brief reason, e.g., "a job relocation," "a change in personal circumstances," or "purchasing a new home"]. I have thoroughly enjoyed my time at the property and appreciate your prompt attention to any issues during my tenancy.

I will ensure that the property is returned in clean and well-maintained condition, in line with the terms outlined in the lease. Please let me know if you would like to schedule a final walkthrough or inspection prior to my departure. Additionally, I would appreciate any instructions regarding the return of my security deposit, including the forwarding address to which it should be sent.

Should you need to contact me after I vacate the premises, I can be reached at **[Your Email Address]** or **[Your Phone Number]**. My forwarding address will be:

[Your New Address]

[City, State, ZIP Code]

Thank you for your cooperation and support during my tenancy. Please confirm receipt of this notice at your earliest convenience.

Sincerely,

[Your Full Name]

[Optional: Your Signature if sending a hard copy]