

Notice of Intent to Vacate Template

[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 you are doing well. I am writing to let you know that I plan to move out of the apartment at **[Your Address]**. According to our lease, I'm giving you [number of days required, e.g., 30 or 60 days'] notice. My last day living here will be **[Date of Move-Out]**.

I am moving out because [brief reason, e.g., "I'm relocating for a job," "my personal situation has changed," or "I've bought a new home"]. I've enjoyed living here, and I appreciate how quickly you've helped with any issues during my stay.

I will make sure the apartment is clean and in good condition, just like the lease says. Please let me know if you'd like to set up a final walkthrough or inspection before I leave. Also, please give me instructions for how to get my security deposit back and let me know where I should send my new address.

You can reach me at **[Your Email Address]** or **[Your Phone Number]** after I move out. My new address will be:

[Your New Address]

[City, State, ZIP Code]

Thank you for all your help while I've lived here. Please confirm that you received this letter when you can.

Sincerely,

[Your Full Name]

[Optional: Your Signature if sending a hard copy]