

# SIMPLE NOTICE OF 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'm writing to let you know I plan to move out of **[Your Address]**. I'm giving you [number of days'] notice, and my last day will be **[Date of Move-Out]**.

I'm moving out because [brief reason, e.g., "job relocation" or "personal reasons"]. Thank you for your help during my stay.

I'll leave the apartment clean and in good condition. Please let me know about the security deposit and if you'd like a final walkthrough.

You can reach me at **[Your Email]** or **[Your Phone]**. My new address is:

**[Your New Address]**

Thanks again. Please confirm you received this notice.

Sincerely,

**[Your Full Name]**