SAMPLE LETTER

**[Senders Name]**  
[Address line]  
[State, ZIP Code]

[Letter Date]

**[Recipients Name]**  
[Address line]  
[State, ZIP Code]

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear [Recipients Name],

Let this letter serve as a 30-day notice of vacating apartment number 34B. As you know, we've been unhappy with the lack of maintenance available and our continuing problem with the dishwasher. We feel that if we rented the apartment with the understanding that the dishwasher was a standard amenity, it should be in working order.  
  
Per our lease agreement, we will clean the apartment and return the keys by September 30th. Also per our lease agreement, we will expect our rental deposit in its entirety by October 30th.  
  
I do not have a forward address at this time but will ensure that you have that at the time of our vacating the property.

Sincerely,   
  
[Senders Name]  
[Senders Title] -Optional-

[Enclosures: number] - Optional -   
cc: [Name of copy recipient] - Optional -