**Notice to vacate letter template**

*[Your phone number]  
[Your Current Address]  
[City, State, Zip Code]  
  
[Landlord’s Name Or Apartment Company’s Name]  
[Landlord’s Address as stated on your lease]  
[City, State, Zip Code]*

Re: Notice of Intent to Vacate  
  
Dear *[Landlord’s name/Property Manager’s name/Apartment Manager’s name]*,  
  
As per my rental agreement, I am providing this letter as a *[##]*-day notice that I will be moving out of my rental unit on *[date]*, ending my lease that began on *[date]*. This letter shall serve as my written notice of intent to vacate the premises.  
  
*[In case you are breaking the lease because there are issues with the apartment, state them here]*  
  
Please contact me at *[phone number]* in order to schedule a walk-through inspection. I expect my security deposit of *[$ amount]* to be refunded in full as my apartment is being left in good condition. Please send my deposit to my forwarding address: *[new address]*.  
  
If any other issues or questions arise after I move, I can be reached at *[phone number]* or *[email]*.  
  
Sincerely,  
  
*[Your Name]*