

**To fill out your own notice of intent to vacate letter, click on File (top left corner) and from the drop-down menu select “Make a copy”**

[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],

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]. This day marks the end of 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]