

30-DAY NOTICE TO VACATE

Tenant to Landlord — Notice of Intent to Vacate

[Tenant Full Name]

[Current Rental Address, Unit #]

[City, State, ZIP]

[Tenant Phone] | [Tenant Email]

[Today's Date]

[Landlord / Property Manager Full Name]

[Property Management Company (if applicable)]

[Landlord Address]

[City, State, ZIP]

Re: 30-Day Notice to Vacate — [Rental Property Address, Unit #]

Dear [Landlord's Name],

Please accept this letter as my formal written notice of my intent to vacate the rental property located at [Full Property Address, Unit #], [City, State, ZIP]. I will be vacating the premises on [Move-Out Date], which is 30 days from the date of this notice.

I am providing this notice in accordance with the terms of my lease agreement dated [Lease Start Date] and the applicable laws of the State of [State].

Notice Date [Today's Date]	Planned Move-Out Date [Exact Move-Out Date]
Property Address [Full Address, Unit #]	Reason for Vacating (optional) [Relocation / Purchase / Personal / other]

I kindly request the following regarding my security deposit and move-out process:

1. A pre-move-out inspection at a mutually convenient time prior to [Move-Out Date].
2. The return of my security deposit of \$[Amount] within [X days, per state law] of vacating, less any lawful deductions.
3. Written confirmation of my move-out date and any outstanding balance or obligations.

Please send all future correspondence and my security deposit refund to my forwarding address:

[Your New Address]

[City, State, ZIP]

[Phone] | [Email]

Thank you for your prompt attention. I have valued my tenancy and intend to leave the property in the same clean condition in which I received it.

Sincerely,

[Tenant Signature]

[Tenant Full Name]

[Date]