

[Name]

[Phone Number]

[Email]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [landlord or property manager's name],

This letter shall serve as my official notice to vacate. In this written notice, I request to vacate and terminate the lease which was signed on [start of lease] for the property located at [your full current address].

I will be vacating the property, at the latest, by [your official move out date]. Therefore, I would like to schedule a move-out walkthrough in the week prior to my move for an inspection of my apartment. Please contact me at [phone number] to schedule the walkthrough. I believe that the apartment is in good condition and I anticipate that my security deposit of [\$] should be refunded in full.

My security deposit can be sent to my new address at [your new address], in the city of [city], in the state of [state].

Thank you,

[Name ]

[Date]