

# NOTICE OF INTENT TO VACATE

**Your Name**

Current Address of Your Apartment  
City, State, ZIP Code

**Date**

**Landlord or Rental Company**

Address as Printed on Your Lease  
City, State, ZIP Code

## Re: Notice of Intent to Vacate

Dear (Name of landlord or manager),

This letter serves as my XX day written notice that I will be moving out of my apartment on (date), the end of my current lease.

Please advise me on when we can schedule the initial inspection by contacting me at (phone number) or (email). Additionally, I plan to leave the apartment home in clean and undamaged condition so I ask that you please return my security deposit of \$ (amount agreed upon in your lease) to my forwarding address:

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I look forward to hearing from you.

Sincerely,

**Signature**

(Your Name)

(Apartment number)