

[Your Name]
[Current Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Landlord or Property Manager Name]
[Company Name, if applicable]
[Address]
[City, State, Zip Code]

Re: Notice of Intent to Vacate

Dear [Landlord Name],

Please accept this letter as formal notification that I will be vacating the property located at [Your Current Address] on [Your Move-Out Date].

As our family is expecting a new baby, we have decided to relocate to a larger home to accommodate our growing needs. This decision is purely based on the requirement for more space and a dedicated nursery.

I intend to complete my move and return the keys by [Date]. I will ensure the property is cleaned and returned in good condition. I would like to schedule a final walkthrough inspection on [Preferred Date] at [Preferred Time].

Please send my security deposit to my new forwarding address:

[Your New Address]
[City, State, Zip Code]

Thank you for being a great landlord during my time here. Please let me know if there are any specific move-out procedures I should follow.

Sincerely,

[Your Signature]
[Your Printed Name]