

[Your Name]
[Your Current Address]
[Your Phone Number]
[Your Email]

[Date]

[Landlord or Property Manager Name]
[Landlord Address]

RE: Notice of Intent to Vacate and Transition to Homeownership

Dear [Landlord Name],

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

I have decided to take the step from renting to homeownership. While I have appreciated my time living here, I am eager to begin building personal equity and long-term wealth through a property of my own. Transitioning from monthly rent payments to a mortgage is a strategic financial move for my future.

I will ensure that the property is cleaned and returned in good condition. I would like to schedule a final walk-through on [Date/Time] to inspect the premises and return the keys.

Please send my security deposit refund and any final correspondence to my new address:

[Your New Mailing Address]

Thank you for your cooperation during my tenancy.

Sincerely,

[Your Signature]

[Your Printed Name]