

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

[Date]

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

RE: Notice of Intent to Vacate and Request for Security Deposit Refund

Dear [Landlord Name],

This letter serves as formal notification that I will be vacating the premises located at [Rental Address] on [Move-Out Date]. My lease term is scheduled to end on [Lease End Date].

I would like to schedule a final move-out inspection on [Date] at [Time]. Please let me know if this time works for you, or suggest an alternative time so we can complete the move-out checklist together.

Please send my security deposit of \$[Amount], minus any lawful deductions, to my new forwarding address within [Number of Days required by local law] days as per our lease agreement and state law:

[Forwarding Street Address]
[City, State, Zip Code]

If any portion of the security deposit is withheld, please provide an itemized list of damages and the specific cost of repairs as required by law.

I will leave the keys and any garage door openers on the kitchen counter unless you instruct me otherwise. Thank you for your cooperation.

Sincerely,

[Your Signature]
[Your Printed Name]