

Date: [Current Date]

To: [Landlord or Property Manager Name]

[Landlord's Address]

[City, State, Zip Code]

Re: Notice of Intent to Vacate

Dear [Landlord Name],

This letter serves as formal notice that I do not intend to renew my lease for the property located at:

[Your Rental Address]

[Unit Number, if applicable]

[City, State, Zip Code]

My current lease term expires on [Lease End Date]. I will be vacating the premises and returning the keys on or before this date.

Please let me know the process for a final move-out inspection and where I should return the keys. I expect the return of my security deposit in the amount of \$[Amount], minus any lawful deductions, to be sent to my forwarding address below:

[Your New Address/Forwarding Address]

[City, State, Zip Code]

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]