

[Your Name]
[Your Current Address]
[City, Postcode]
[Your Phone Number]
[Your Email Address]

[Date]

[Landlord or Property Manager Name]
[Company Name, if applicable]
[Address]

Subject: Notice of Intent to Vacate / Request for Larger Property

Dear [Landlord/Manager Name],

I am writing to formally notify you of my intention to move from my current residence at [Current Address] when my lease expires on [Lease End Date].

I have thoroughly enjoyed living in this property. However, due to a change in my professional circumstances, I now require a larger living space that includes a dedicated home office. As I will be working from home permanently, I am looking to upsize to a property with [Number of Bedrooms] bedrooms or a specific office area.

Because I have had a positive experience with you as my [Landlord/Property Manager], I wanted to inquire if you have any larger properties currently available or coming onto the market soon that might meet these requirements.

If you do not have a suitable vacancy, please let me know the required steps for the move-out inspection and the return of my security deposit. I am committed to ensuring the property is left in excellent condition.

Thank you for your time and for being a great landlord.

Sincerely,

[Your Signature]

[Your Printed Name]