

Date: \_\_\_\_\_

Tenant's Name

Address Line 1

Address Line 2

City,

State

Landlord's Name/Property Manager/Management Company

Address Line 1

Address Line 2

City

State

Dear Landlord,

Subject: Notice of intent to vacate

This notice constitutes our intention to vacate our rental apartment located at (mention the complete address).

The Lease/Rental Agreement states that, the security deposit paid by us shall be returned after accounting for damages and handing over of the rental property. We take this opportunity to state that we have taken all possible measures to ensure that the apartment is found clean and undamaged.

Our Lease/Rental Agreement also states that, once we have notified the landlord/manager about our intent to vacate, we shall be required to pay the monthly rent of (\$ \_\_\_\_\_) until the end of the 30/60 days notice period as agreed by us.

We shall be glad to show the apartment to prospective tenants. Alternatively, the landlord/manager may carry out the viewing of the apartment as well, provided we are informed in advance.

Please inform us in case you receive any of our letters, greetings, or subscriptions, when we've moved into our new residence. My forwarding address shall be (mention your new address).

(Optional)

Thanking You,

Signature

Tenant's Name