

NOTICE OF INTENT TO VACATE

[Full Name]

[Phone Number]

[Email]

[Address]

[City, State, Zip Code]

[Date]

[Landlord's Full Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name]

This letter is to inform you about my intention to vacate the property at [property full address] on [DD/MM/YYYY]. Use this letter as my written (number of days' notice that you need to give based on your lease agreement)-day notice to vacate, as required by our Lease Agreement. Therefore, I will vacate the property and terminate the lease signed and agreed upon on [DD/MM/YYYY].

Notified of the above, I would like to schedule a walk-through and inspection of the property at your earliest convenience to check if there are damages that fall outside normal wear and tear.

I believe the property is in good condition and that the security deposit in the amount of [\$(amount agreed upon in the lease)] should be fully refunded.

You can send the security deposit to [new address: number and street name, unit/apt., city, state, zip code].

Please, feel free to contact me by calling [phone number].

Sincerely,

(Your Name & Signature)