

[Today's Date]

[Your Name]

[Street Address, Apartment Number]

[City/State/Zip]

[Your Phone Number]

[Your Email Address]

Dear [Landlord's Name],

Please accept this letter as written notice of my intention to vacate my apartment at [Apartment Community Name] on [Date of Planned Move]. Per the lease agreement, this letter fulfills the [Number of Days to Vacate]-day notice requirement.

I would like to schedule a move-out walkthrough in the week prior to my move for an inspection of my apartment. Please contact me at [Your Phone Number] to schedule the walkthrough. I believe that the apartment is in good condition and my security deposit of \$_____ should be refunded in full. Please send my security deposit to my new address.

My forwarding address will be: [Your New Street Address, Apartment Number] [City/State/Zip]

Thank you for your time and consideration on the above matter.

Sincerely,

[Your Signature]

[Your Full Name]