**(You’re Name)**

**(Current Address of Your Apartment, unit ###)**

**(City, State, ZIP Code)**

**(Date)**

**(Landlord or Apartment Company's Name)**

**(Address as Printed on Your Lease)**

**(City, State, ZIP Code)**

Re: **Notice of Intent to Vacate**

Dear **(Name of landlord or manager),**

This letter constitutes my written (number of days' notice that you need to give based on your lease agreement)-day notice that I will be moving out of my apartment on (date), the end of my current lease.

I am leaving because (new job, rent increase, etc.) **[If there are problems with the apartment, your landlord would probably like to know, but be diplomatic — you have your rental history to consider. This section is not strictly necessary, but can be good as a professional courtesy.]**

Please advise me on when my security deposit of $ (amount agreed upon in your lease) will be returned, as well as if you will be taking any money out for damages that fall outside of normal wear and tear.

I can be reached at (phone number and address) after (your moving day).

Sincerely,

**(Your Name & Signature)**

**(Apartment number)**