[Your name and address]

[Date]

[Your landlord's name and official address, as listed in the lease]

Re: **Notice of Intent to Vacate**

Dear [Landlord],

This letter will constitute written notice of my intention to vacate my apartment on [date], the end of my current lease. I am doing so because [explain the reason if you desire, such as a large increase in rent].

Please recall that I made a security deposit of $\_\_\_\_\_\_ on [date]. I expect to receive that deposit refunded in full, since the apartment is in good condition.

Very truly yours,

[Your name]