Notice of Intent to Vacate

*[Date]*

*[Landlord’s Name]*

This letter is to formally notify you on my intent to terminate the tenancy at *[address of your current rental unit]*. You will find that I am giving you *[number]* days notice in accordance with our rental agreement.

I will be gone on or before *[the date of your expected move-out]***.** I promise to remove my personal possessions and prepare the unit for your final inspections on or before *[insert the date]***.** Let me know if you have any specific move-out cleaning instructions.

Please send my security deposit refund within 30 days of vacating the premise to my forwarding address *[your new address]***.** If any issues come up, feel free to reach me at *[your phone or email address]***.**

Thank you,

*[Your Name and Signature]*