

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]
[Landlord/Property Manager's Name]
[Apartment Complex Name]
[Property Address]
[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],
Subject: Notice of Intent to Vacate

I hope this letter finds you well. I am writing to formally notify you of my intention to vacate my apartment at [Your Apartment Address] on [Your Move-Out Date].

As per the lease agreement, I am providing [number of days] days' notice to ensure a smooth transition. I will ensure that the apartment is cleaned and returned in good condition.

Please let me know if there are any specific move-out procedures you would like me to follow. I would appreciate confirmation of the receipt of this notice.

Thank you for your understanding.

Sincerely,

[Your Name]
[Signature (if sending a hard copy)]