

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

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

Subject: Notice of Intent to Vacate

I hope this message finds you well. I am writing to formally notify you that I will be vacating the apartment located at [Your Apartment Address] on [Move-Out Date], in accordance with the lease agreement.

The reasons for my departure are [optional: briefly explain reasons, if desired]. I will ensure that the apartment is cleaned and in good condition prior to my move-out date.

Please inform me of any necessary steps for the return of my security deposit and any final procedures required before vacating.

Thank you for the opportunity to reside in the apartment. I appreciate your understanding and support during my time here.

Sincerely,
[Your Name]