

• SAMPLE LETTER •

NOTICE OF INTENT TO VACATE

COPY AND PASTE THE SAMPLE LETTER BELOW



Your Name

Current Address of Your Apartment
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 to ME, 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)
