

[Today's Date]

[Apartment Community Name]

[Property Manager Name]

[Street Address]

[City/State/Zip]

[Your Name]

[Street Address and Apartment Number]

[City/State/Zip]

Phone: [Your Phone Number]

Email: [Your Email Address]

To whom it may concern:

I am writing this letter to notify the property management at [Apartment Community Name] of my intent to vacate my apartment in [Number of Days to Vacate] days from the date of this letter. That will set my final move-out date of [Date of Intended Move Out].

The new address that I will be moving to is:

[Your New Street Address]

[City/State/Zip]

As per the lease agreement, this notice fulfills the [Number of Days to Vacate] day notice requirement. In addition, I would like to schedule a move-out walkthrough inspection of the apartment during the week of the move. I believe that the condition of the apartment is satisfactory to receive return of my full deposit. If you have any questions, please feel free to contact me at the phone number or email address listed in the beginning of this letter.

Sincerely,

[Your Signature]

[Your Full Name]

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