(DATE)

(ADDRESS)

To Whom it May Concern:

I am writing this letter to notify the property manager at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (APARTMENT COMPLEX) of my intent to vacate my apartment located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (UNIT ADDRESS), as required by my lease. Please be advised that this will make my final move-out date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The new address that I will be moving to is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

As per the lease agreement, this notice fulfills the 30-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 at the address listed above.

Sincerely,

(TENANT’S NAME)