

[Your firm name and logo]

[Your name]

[Current unit address]

[Your phone] | [Your email]

[Date]

To: [Landlord or property management company]

[Landlord address]

Re: Notice to vacate [unit address], lease dated [lease date]

Dear [Landlord or property manager name],

Notice

This letter is my written notice that I will move out of [unit address] on [move-out date], as allowed by the notice section of my lease.

Forwarding address

Please send my security deposit, or any statement of deductions, to: [forwarding address].

Walk-through

I would like to do the final walk-through together on [proposed date and time]. Please confirm or suggest another time before I return the keys.

Pre-move-out inspection (optional)

I also request an inspection before I move out, so I can fix any items you note. I am available on [two or three dates].

Keys

I will return [number] door keys, [number] mailbox keys and [fobs, remotes or permits] at the walk-through, and I ask for a signed receipt.

Move-in record

I have kept my signed move-in condition form dated [move-in form date] and will bring it to the walk-through.

Early termination (optional)

I understand this date is before the end of my lease term on [lease end date]. Please tell me in writing what the lease requires of me for leaving early.

Thank you,

Signature: _____

[Your name]