(Your name)  
(Street address and unit number)  
(City, State and ZIP Code)

(Date)

(Landlord or property manager's name)  
(Property address)  
(City, State and ZIP Code)

**Re: Notice of Intent to Vacate**

Dear (Landlord or property manager's name),

This letter is to inform you of my official 30-day notice to vacate. I'd like to terminate the lease signed on (Month, Date, Year) for the property located at (Your address with apartment number). I will move out on (Date).

I will return my keys on (Move out date) to (Specific address) per the terms of my lease.

I'm also aware a final inspection of the apartment will take place, the results of which could potentially impact my security deposit. Please let me know, via email at (Your email address), if the full amount is not being returned. You can return my security deposit to (Forwarding address.)

Should you have any questions, or need to reach me after I move out, you can contact me at (Phone number) or (Email address).

Sincerely,

(Your name and signature)  
(Apartment number)