

## **SAMPLE LETTER TO GIVE NOTICE OF LEAVING YOUR APARTMENT**

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).

Please advise me on when my security deposit of \$\_\_\_\_ 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)