**NOTICE TO VACATE**

[DATE]

[LANDLORD/PROPERTY MANAGEMENT NAME]

[ADDRESS OF LANDLORD/PROPERTY MANAGEMENT PROVIDED IN YOUR LEASE]

**RE: NOTICE TO VACATE**

[LANDLORD/PROPERTY MANAGEMENT NAME],

This letter shall serve as the official written notice of the end of my tenancy at [ADDRESS] on [END DATE OF YOUR LEASE]. I wish to schedule a move-out walkthrough for an inspection of my unit prior to the expiration date of the lease. Please contact me at [EMAIL ADDRESS] or [PHONE NUMBER] to schedule such said inspection.

The security deposit is to be mailed to [YOUR NEW ADDRESS OR WHERE YOU CAN RECEIVE MAIL]. Please feel free to reach out to me if there are any questions related to this issue. Thank you.

Best Regards,

[YOUR SIGNATURE]

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[YOUR PRINTED NAME]