



Date

Your Name Your Address and Apartment Number

City, State and ZIP Code

Attention: Your Landlord's Name(or the name of the property management company)

Your Landlord's Address

City, State and ZIP Code

Please accept this written notification that I will be vacating my residence at the address provided below effective MM/DD/YYYY.

(Re-type your address here.)

Your Address and Apartment Number

City, State and ZIP Code

This notice satisfies the required notice of XX days which was stipulated on my original rental agreement. I will deliver all keys for the property to the business office on or before the date indicated above. Please send my refundable deposit and any other monies that are owed to me to the address below.

(Enter your new address here.)

Your Name

Your New Address

City, State and ZIP Code

_Please feel free to contact me by phone if you have any questions at _(enter a phone number where your landlord can reach you).

Sincerely, Your Name (typed)

Your Signature