

# Letter Of Notification To Landlord

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Subject: Notice of Intent to Vacate

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally notify you of my intention to vacate the rental property located at [rental property address] on or before [date you plan to move out]. As per the terms of our lease agreement, this letter serves as a [number of days specified in the lease agreement, usually 30 days] notice of my departure.

I have thoroughly enjoyed my time as a tenant in your property and appreciate your prompt attention to maintenance issues and other concerns during my stay. However, due to personal circumstances, I find it necessary to seek alternative housing arrangements.

Please find below the details of my notice:

Tenant's Name: [Your Full Name]

Rental Property Address: [Rental Property Address]

Move-Out Date: [Date you plan to move out]

As per our lease agreement, I understand that I am responsible for leaving the property in a clean and well-maintained condition. Therefore, I will ensure that the premises are thoroughly cleaned, and any damages beyond normal wear and tear are repaired before the move-out date.

Additionally, I kindly request you to schedule a move-out inspection to assess the condition of the property together. This will give us an opportunity to address any potential issues before I leave and to avoid any misunderstandings regarding the security deposit refund.

Please inform me of your preferred date and time for the inspection, and I will do my best to accommodate it.

Lastly, I would like to discuss the return of my security deposit. Kindly provide me with the details of the procedures for returning the deposit, and if there are any specific forms I need to complete, please let me know.

Thank you for your understanding and cooperation throughout my tenancy. If there are any documents or processes I need to complete in relation to my move-out, please let me know, and I will ensure they are taken care of promptly.

If you have any questions or need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Once again, thank you for being a great landlord, and I wish you all the best in finding a new tenant for the property.

Sincerely,

[Your Full Name]

[Your Signature (if sending a physical letter)]