

Formal move-out notification letter

Subject: Notice of Intent to Vacate

Dear [Landlord's Name],

I am writing to formally notify you that I will be vacating the premises at [Your Address] on [Move-Out Date], in accordance with the lease agreement requiring [Number of Days] days' notice.

Please let me know the procedure for the final inspection and returning the keys. I would also like to confirm how and when my security deposit will be refunded. I will ensure the apartment is left in good condition.

Thank you for your support and understanding during my tenancy.

Sincerely,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/letter-of-notification-to-landlord>