[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].

[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 money owed to me to the address below.

[Your Name]

[Your New Address]

[City, State, and ZIP Code]

Please feel free to contact me by phone if you have any questions at [(XXX) XXX – XXXX].

Sincerely,

[Your Name]

[Your Signature]