(Your name and current apartment address)

(Date)

(Landlord or apartment manager’s name and address as it appears in the lease)

Re: Notice of intent to vacate

Dear (Name of landlord or manager),

This letter constitutes my written (number of days notice that you need to give) -day notice that I will be leaving my apartment on (date), the end of my current lease.

I am leaving because (new job, rent increase, etc. If there are problems with the apartment, your landlord would probably like to know, but be diplomatic—you have your rental history to consider).

I expect that my security deposit of $\_\_\_, given to you on (date), will be refunded in full, since the apartment has been left in good condition.

I can be reached at (new phone number and address) after (your moving day).

Sincerely,

(Your name)