

Temporary Move-out Notice

Date: [Insert Date]

[Your Name]
[Your Current Address]
[City, State, Zip Code]

[Landlord's Name or Property Management]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to inform you of my temporary move-out from my apartment, located at [Your Apartment Address], due to [reason for move-out, e.g., personal circumstances, temporary relocation for work, etc.]. I plan to move out on [Move-out Date] and intend to return on [Return Date].

During my time away, I will ensure that the apartment is kept in good condition. I will also make arrangements for any necessary mail forwarding and the maintenance of utilities.

If possible, I would appreciate your assistance in [any specific request, e.g., storage of personal items, keeping the apartment on hold, etc.].

Please let me know if there are any forms or procedures I should complete prior to my temporary move-out.

Thank you for your understanding and support.

Sincerely,
[Your Name]
[Your Contact Information]