

Letter of Intent to Vacate

Date: [Insert Date]

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

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

Dear [Landlord's Name],

I am writing to formally notify you of my intent to vacate the premises at [Your Current Address] prior to the termination of my lease agreement dated [Lease Start Date]. My planned move-out date will be [Move-Out Date].

As per our lease agreement, I understand that I am required to provide [Number of Days] days' notice. This letter serves to fulfill that requirement. I will ensure that the property is left in excellent condition and will communicate any necessary arrangements for the final inspection.

Please let me know how you would like to proceed regarding the return of my security deposit and the handover of keys.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Phone Number]
[Your Email Address]