

Letter of Departure Intent

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 rental property located at [Property Address]. According to the lease agreement, I am providing [Insert Notice Period, e.g., 30 days] notice of my departure.

My last day of occupancy will be [Insert Last Day of Occupancy]. I will ensure that the property is left in good condition and will return the keys on or before my departure date.

Please let me know if there are any specific procedures I should follow for the move-out process and the return of my security deposit.

Thank you for your understanding.

Sincerely,

[Your Name]