
28-Days Notice to Vacate Letter

John Doe

123 Maple Street, Apt. 456

Newtown, State, 12345

johndoe@email.com

555-123-4567

May 23, 2024

Jane Smith or Newtown Property Management

789 Elm Street

Newtown, State, 12345

Dear Ms. Smith,

I am writing to notify you of my intention to vacate the apartment at 123 Maple Street, Apt. 456, effective June 20, 2024. This letter serves as my 28-day notice, in accordance with the terms outlined in my rental agreement.

Please inform me of the process for the final walkthrough and key return. I will make sure the apartment is clean and ready for inspection on the date of my departure. I request that my security deposit be returned within the legal timeframe, provided there are no damages beyond normal wear and tear.

Thank you for the residency over the past three years. I hope to ensure a smooth transition and am willing to assist in the process. You can reach me at 555-123-4567 or via email at johndoe@email.com to confirm the receipt of this notice or to discuss further arrangements.

Sincerely,

John Doe

[Your Signature, if sending by mail]