60-Day Notice to Vacate Letter

**Jessica Carter
320 Willow Lane, Apt 204
Portland, Oregon, 97201
jessica.carter@email.com
503-555-6789
May 23, 2024**

**Greenwood Properties
1500 River Road
Portland, Oregon, 97201**

Dear Greenwood Properties,

I am writing to inform you that I intend to vacate the premises located at 320 Willow Lane, Apt 204 by July 22, 2024, as per the terms of our lease agreement requiring a 60-day notice.

Please advise on the preferred procedure for the property inspection and the key return process. I intend to leave the apartment in clean and good condition, suitable for final walkthrough. I would appreciate the prompt return of my security deposit, barring any deductions for damages beyond normal wear and tear, in accordance with Oregon law.

Thank you for your attention to this matter. Please confirm the receipt of this notice and feel free to contact me at 503-555-6789 or jessica.carter@email.com to discuss any details or arrange a move-out inspection.

**Sincerely,**

**Jessica Carter
[Your Signature, if sending by mail]**