

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]