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Notice To Vacate Letter For Apartment

**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 inform you that I intend to vacate the premises located at 123 Maple Street, Apt. 456 by August 23, 2024, as per the terms of my lease agreement. This letter serves as my 90-day notice, which is required by our lease agreement.

Please let me know the preferred procedures for the final inspection and returning the keys. I will ensure that the property is left in a clean and tidy condition, ready for final inspection. I would appreciate the return of my security deposit within the timeframe specified by state laws, assuming there are no damages beyond normal wear and tear.

Thank you for providing me with a home over the past three years, and I hope to ensure a smooth transition. Please contact me at 555-123-4567 or johndoe@email.com to confirm receipt of this notice or to discuss any further details.

**Sincerely,**

**John Doe  
[Your Signature, if sending by mail]**