
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]