

[Your Name]  
[Street Address and Apartment Number]  
[City/State/Zip]  
Phone: [Your Phone Number]  
Email: [Your Email Address]

[Today's Date]

[Apartment Community Name]  
[Property Manager Name]  
[Street Address]  
[City/State/Zip]

To whom it may concern:

I am writing this letter to notify the property management at [Apartment Community Name] of my intent to vacate my apartment in [Number of Days to Vacate] days from the date of this letter. My final move-out date will be [Date of Intended Move Out].

My forwarding address will be:

[Your New Street Address]  
[City/State/Zip]

As per the lease agreement, this notice fulfills the [Number of Days to Vacate] day notice requirement. I would like to schedule a move-out walk through inspection of the apartment during the week of the move. I believe that the condition of the apartment is satisfactory to receive return of my full deposit. If you have any questions, please contact me at the phone number or email address listed at the beginning of this letter.

Sincerely,  
[Your Signature]  
[Your Full Name]