Print Letter

[First and Last Name]

[Street Address, Apartment Number]

[City State Zip]

[Date]

[Your Email Address]

[Landlord Name and Address]

Dear [Landlord Name],

Reset

I've loved living here, but it's time to move. This letter is to provide formal written notice of my intention to vacate my [apartment/home] on [Planned move date]. My lease requires [number of days notice] and here I am giving you even more notice.

If you have any questions or would like to schedule a walkthrough of the apartment, you can reach me at [phone number and/or email address].

I believe that my [apartment/home] is in good condition with normal wear and tear only and look forward to receiving a full refund of my security deposit of [$Deposit Amount]. You can mail it to me here:

[New address]

Thanks for being a great landlord,

[Full Name]

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