
Notice to Vacate Apartment

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

Subject: Notice to Vacate Apartment

Dear [Landlord's Name],

I am writing to inform you of my decision to vacate the apartment located at [Rental Property Address]. My intended move-out date is [Move-Out Date], fulfilling the notice period stipulated in our lease agreement.

Notice Details:

- Tenant Name: _____
- Apartment Address: _____
- Move-Out Date: _____
- Forwarding Address:
 - Street: _____

-
- City, State, ZIP Code: _____

Reason for Leaving (Check one):

- Job transfer
- Family reasons
- Financial reasons
- Other: _____

Move-Out Process Checklist:

Task	Completed (Yes/No)
Clean the apartment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Repair any damages	<input type="checkbox"/> Yes <input type="checkbox"/> No
Return all keys	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide forwarding address	<input type="checkbox"/> Yes <input type="checkbox"/> No

I would appreciate guidance on any additional steps needed for a smooth transition and the return of my security deposit.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Name]