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# 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: \_\_\_\_\_

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- 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]