**NOTICE TO LANDLORD FOR INTENT TO VACATE OFFICE**

Date: \_\_\_\_\_\_\_

Your Name

Current Address of Your Apartment

City, State, ZIP Code

To,

Landlord or Apartment Company’s Name

Address as Printed on Your Lease

City, State, ZIP Code

**Re: Notice of Intent to Vacate**

Dear (Name of landlord or manager),

This letter constitutes my written (number of days’ notice that you need to give based on your lease agreement) day notice that I will be moving out of my apartment on (date), the end of my current lease.

I am leaving because (COVID-19, rent increase, etc.)

Please advise me on when my security deposit of Rs.\_\_\_\_\_\_\_\_\_\_\_(amount agreed upon in your lease) will be returned to me, as well as if you will be taking any money out for damages that fall outside of normal wear and tear.

I can be reached at (phone number and address) after (your moving day).

Sincerely,

(Your Name & Signature)