

Notice Letter for Apartment

Date: [Current Date]

To: [Landlord's Name or Apartment Community Name]

Address: [Landlord's Address/Apartment Community Address]

City, State, ZIP: [City, State, ZIP]

Dear [Landlord's Name or Apartment Community Name],

I, Erika Curry, am writing this letter to formally notify you of my intent to vacate the apartment located at [Apartment Address], Apartment #[Apartment Number], in [City, State, ZIP], which I currently rent from you. In accordance with the terms of my lease agreement, I am providing this notice [number of days, typically 30 or 60] days in advance of my intended move-out date, which is [Move-Out Date].

Please consider this letter as the official [30/60]-day notice required to terminate my lease. I assure you that the apartment will be cleaned and left in good condition before my departure to ensure a full return of my security deposit. I would like to schedule a walk-through inspection of the apartment with you or a representative at your convenience prior to my move-out date. This will allow us to discuss any potential issues or concerns regarding the state of the apartment and the return of my security deposit.

Additionally, I will ensure that all utility services for which I am responsible are properly terminated or transferred by my move-out date, and all keys to the apartment will be returned to the management office or as otherwise directed by you.

Please provide me with any specific move-out procedures or cleaning requirements that you expect to be followed, as well as the preferred method and address for the return of my security deposit.

I would like to take this opportunity to thank you for your support during my tenancy. I have greatly enjoyed living in [Apartment Community Name or Building] and appreciate the professionalism of the management staff.

Should you need to contact me to discuss the move-out process or any other matters, please feel free to do so at [Your Phone Number] or [Your Email Address]. I look forward to your confirmation of receipt of this notice and any further instructions you may have regarding my move-out process.

Thank you for your attention to this matter.

Sincerely,

Erika Curry

[Your Signature (if sending a hard copy)]

[Your Phone Number]

[Your Email Address]

[Tenant's Address (if different from the apartment being vacated)]

[Apt #[Apartment Number], [Apartment Address]]

[City, State, ZIP]