

Notice Letter for Landlord

Jordan T. Smith

123 Maple Street

Anytown, Anystate, 12345

jordan.smith@email.com

(555) 123-4567

February 29, 2024

Roberta Wallace

456 Elm Avenue

Anytown, Anystate, 54321

RE: Notice of Intent to Vacate

Dear Ms. Roberta Wallace,

I am writing to formally notify you of my intention to vacate the property located at 123 Maple Street, Anytown, Anystate, 12345, effective April 30, 2024. This letter serves as the required 60-day notice, in accordance with the terms outlined in my lease agreement.

I have thoroughly enjoyed my time living at this property and have taken great care to maintain it in excellent condition. I plan to leave the premises in clean and undamaged condition, aside from normal wear and tear, by the end of my lease term.

Please let me know a convenient time for you or your representative to conduct the final walk-through inspection. I would also appreciate instructions regarding the procedure for the return of my security deposit.

I will ensure that all utilities are settled through my move-out date and will provide you with my forwarding address for the return of the security deposit and any future correspondence.

For any further discussions or to arrange the walk-through, please feel free to contact me at (555) 123-4567 or via email at jordan.smith@email.com.

Thank you for your attention to this matter and for your cooperation during my tenancy. I look forward to a smooth and amicable move-out process.

Warm regards,

Jordan T. Smith