

Notice Letter for Moving Out of Apartment

Jamie Rivera
Unit 10, 432 Willow Lane
Greenwood, Anystate, 89012
jamie.rivera@email.com
(555) 321-0987
March 1, 2024

Roberta Wallace
Apartment Manager
Wallace Properties
1234 Maple Street
Greenwood, Anystate, 89011

Subject: Notice of Intent to Vacate - Jamie Rivera, Unit 10

Dear Ms. Roberta Wallace,

I am writing to inform you of my decision to vacate Unit 10 at 432 Willow Lane, effective April 30, 2024. This letter serves as a 60-day notice, in accordance with the lease agreement terms between Wallace Properties and myself.

I have greatly appreciated the opportunity to reside in the apartment and have taken pride in maintaining its condition. I intend to leave the unit in a clean and tidy state, addressing any normal wear and tear, by the end of my occupancy.

In preparation for my departure, I request a pre-move-out inspection to be scheduled at your earliest convenience. This will allow us to discuss any potential concerns and ensure that I fulfill all necessary conditions for the return of my security deposit.

I plan to ensure all utility bills are finalized by my move-out date and will provide you with a forwarding address for the security deposit return and any future correspondences.

Please advise on the preferred process for handing over the keys and any other items belonging to the property. I am committed to making this transition as smooth as possible and am available to assist in any way that I can.

Thank you for your understanding and support during this process. I have enjoyed my time at 432 Willow Lane and am grateful for the quality of living provided by Wallace Properties.

Should you have any questions or need further information from me, please do not hesitate to contact me at (555) 321-0987 or via email at jamie.rivera@email.com.

Warm regards,

Jamie Rivera