# Letter of Intent to Vacate

**John Doe**
1234 Maple Street
Apartment 101
Springfield, IL 62704
Phone: (555) 123-4567
Email: johndoe@email.com

March 4, 2024

**Sarah Miller**
Property Management LLC
5678 Oak Avenue
Springfield, IL 62704

Dear Sarah Miller,

I am writing to formally notify you of my intent to vacate the premises located at 1234 Maple Street, Apartment 101, Springfield, IL 62704, as per the terms of my rental agreement. My last day of occupancy will be on April 30, 2024. This letter serves as my 60-day notice, which complies with the required notice period specified in our lease agreement.

During my time as a tenant, I have greatly appreciated the quality of the residence and the professionalism of Property Management LLC. Please let me know the procedure for the return of my security deposit, as well as any expectations regarding the condition of the apartment upon my departure.

I plan to schedule a walk-through inspection at your earliest convenience within the last week of my tenancy. This will ensure any concerns are addressed promptly, allowing for a smooth transition.

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For forwarding my security deposit, please send it to my new address, which will be provided upon completion of my move. In the meantime, I am available to discuss any details or requirements for my move-out process. You can contact me at (555) 123-4567 or via email at johndoe@email.com.

Thank you for your attention to this matter. I look forward to your confirmation of this notice and any further instructions you may have regarding my move-out and the return of my security deposit.

Sincerely,

John Doe

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