



(Date)

To _____:
(Name of Residence/Landlord)

This letter will constitute written 30-day notice of my intention to vacate my residence located at

(Current Address)

on _____, marking the end of my current lease. The residents are vacating due to:
(Date of Vacancy)

(Reason for Vacating)

All residents of the address written above understand that the residence must be left in clean and undamaged condition. The security deposit will be refunded if applicable, less past due unpaid charges, if any, after all belongings are removed from the apartment completely and possession of the premises is turned over to management.

Sincerely,

(Leaseholder(s) Name(s), Written)

(Leaseholder(s) Name(s), Signed)

(Phone Number)

(Forwarding Address)

Management would greatly appreciate it if the leaseholder(s) would take the time to complete the testimonial attached regarding their tenancy.