

(Tenant Name)

(Current Address of Apartment)

(City, State, ZIP Code)

(Date of Letter)

(Apartment Company's Name or Landlord)

(Address as on Lease Agreement)

(City, State, ZIP Code)

Dear (Landlord name or manager),

Kindly treat this letter as my written notice based on our lease agreement dated (date). I would like you to know that I will be vacating my apartment on (date), which is also the day my current lease is ending.

Kindly let me know the date by which my security deposit amounting to (amount) as agreed up in the lease, will be refunded. Also, let me know whether you will be deducting any money for the damages that were caused due to routine wear and tear.

You can reach me at (mobile number and email id) after my moving day.

Sincerely,

(Tenant Name & Signature)

(Apartment number)