

Date: \_\_\_\_\_

To: \_\_\_\_\_,

I am providing you with my required 30 day written notice of my intent to vacate the premises at which I reside, otherwise known as \_\_\_\_\_. My keys will be left and locked in my apartment on or before the last day of the month.

For any refunds due to me from my deposit, my forwarding address will be:

\_\_\_\_\_  
\_\_\_\_\_

It has been a pleasure being your tenant.

Best Regards,

Name: \_\_\_\_\_

Signature: \_\_\_\_\_