*Date*

*Landlord’s Name  
Landlord’s Address*

Dear *{Enter Landlord’s Name}:*

This is to advise you that I will vacate my apartment/house *(choose one)* located at *{enter address}* on *{enter date}.* I have followed all the prescribed move out procedures.

My forwarding address is *{enter new address}.* Please return my security deposit to the above address within 30 days after I vacate the premises.

Sincerely,

*Your Signature*

Print Your Name

Your Contact Information