To,

[Name of Recipient]

[Complete Address of Recipient]

Date:

**Subject: Notification Letter for Vacating the Property**

Dear Mr./Mrs.[landlord/property manager/owner’s name],

It is to inform you that as per my lease/tenancy agreement, I am writing this letter as a [mention number of days] days notice that I will be moving out of [mention property/rental unit name or number] as a result of ending my lease/tenancy agreement. This letter shall serve as my written notice of intent to vacate the mentioned property.

It would be very kind of you if you could refund my security deposit in full, as I am leaving the property in a good condition. For your satisfaction, you can inspect it whenever you like to, but make sure to contact me before, at the given below details.

Thanking you in anticipation.

Sincerely,

[Sender Name]

[Sender Contact Details]

[Sender Signature]