[Your Name]

[Full address of your current home]

[Today's Date]

Re: Official 30-day notice to vacate

Dear [Landlord's name and/or company]

This letter is to inform you of my official 30-day notice to vacate. I will move out and terminate my lease for the property located at [home's address] on [move out date].

I am aware a final inspection of the home will take place and potentially impact my security deposit. [Include any information on damages you already know are there, if any.] Please let me know if the full amount is not being returned and what deductions were made.

You can return my security deposit to my new address [forwarding address].

Should you need to reach me at any point over the move-out period or beyond, please don't hesitate to contact me via phone [phone number] or email [email address].

Sincerely,

[Your name and signature]