

Dear _____:

I am writing to inform you that I will be vacating _____ by _____.

Because I am giving you thirty (30) days notice to vacate and plan to leave the premises clean and in good condition, allowing for normal wear and tear, I would appreciate return of my security deposit within thirty (30) days after vacating. Enclosed is my rent for the last month for \$ _____.

Please feel free to call me if you have any questions.

Sincerely,