**30 Day Notice to Landlord**

[INSERT DATE OF NOTICE 30 DAYS PRIOR]

[INSERT NAME OF LANDLORD]

[INSERT LANDLORD’S OFFICIAL ADDRESS]

[INSERT CONTACT INFORMATION]

Dear Mr. /Ms. [INSERT LANDLORD’S SURNAME],

I am sending this notice to inform you of my intent to vacate the apartment/house I reside in located at [INSERT APARTMENT/RESIDENCE ADDRESS] 30 days from the date of this notice which is on [INSERT DATE 30 DAYS LATTER]. I will officially vacate the apartment/residence on [INSERT THE DATE YOU MOVE OUT].

Within 30 days, I am going to comply with the obligations required of as stipulated on the lease agreement dated [INSERT LEASE AGREEMENT DATE] enumerated as follows:

[INSERT PROVISIONS INDICATED ON THE AGREEMENT TO BE DONE BY THE TENANT BEFORE MOVING OUT IN BULLET FORM]

As per our agreement, I am requesting your return of my deposit and any other refund you are obliged to return after I vacate the premises. Send the refund to my new address, [INSERT NEW ADDRESS OF TENANT].

Sincerely,

[INSERT YOUR SIGNATURE]

[INSERT NAME OF TENANT]

[INSERT APARTMENT/RESIDENTIAL ADDRESS]