**NON-RENEWAL LEASE LETTER**

**[Your name]**

**[Your current apartment address]**

**[Today’s Date]**

**[Apartment manager / lessor's name]**

**[Apartment manager / lessor's address]**

**Note**: Please read your lease carefully. Sometimes, the address for a notice of intent to vacate is different from the apartment management office.

**Re:** Notice of Intent to Vacate Early

Dear **[Name of Manager or Lessor],**

This letter constitutes my written **[number of days’ notice that you need to give] -**day notice that I will be leaving my apartment on **[date].**

My lease expires on **[date],** but it's necessary that I vacate earlier for **[reason].** Note: Provide a clear reason for leaving early, being sure to specify if your circumstances fit the criteria for a non-penalized lease break per your lease agreement.

My new forwarding address is **[address].** Please forward my security deposit to my new address within **[amount of time].** Note: In some cases, a broken lease may void your refunded security deposit. It may also incur other fees. Be sure to check your lease for specific details or speak with your property manager directly.

I can be reached at **[phone number]** or **[new address]** after **[date of moving day].**

Sincerely,

**[Your name]**