

[Your Name]
[Street Address and Apartment Number]
[City/State/Zip]
Phone: [Your Phone Number]
Email: [Your Email Address]

[Today's Date]

[Apartment Community Name]
[Property Manager Name]
[Street Address]
[City/State/Zip]

To whom it may concern:

I am writing this letter to notify the property management at NorthPark Place of my intent to vacate my apartment in sixty days from the date of this letter. My final move-out date will be [Date of Intended Move Out].

My forwarding address will be:

[Your New Street Address]
[City/State/Zip]
[Your Email Address]
[Your Phone Number]

As per the lease agreement, this notice fulfills the sixty day notice requirement. If you have any questions, please contact me at the phone number or email address listed at the beginning of this letter.

Sincerely,
[Your Signature]
[Your Full Name]