<<Date>>

<<Apartment Name>>

<<Apartment Address (whatever address you pay your rent to)>>

To whom it may concern:

Per the terms of my lease, I am giving notice that I intend to move out on <<Date>>. My forwarding address is <<Forwarding Address>>. Please return my security deposit to me at that address.

Thank you,

<<Names and Signatures of everyone who signed the lease>>

<<Your Apartment Address and apartment number>>

<<Your phone number>>