*[Your name]*

*[Your address]*

*[Today’s date]*

Property Masters, LLC

550 W. Baseline Road

Suite 102-334

Mesa, AZ 85210

Re: Notice of intent to vacate *[address of leased location]*

Dear Sir/Madam,

This letter serves as written notice of intent to vacate the above referenced property by *[the date you’ll be moving out]*. My forwarding address and contact information will be:

*[insert address]*

*[insert phone number and email address]*

My security deposit of*[insert amount]* should be refunded in full due to the fact that the residence has been left in good condition. The deposit and any remaining cleaning deposit can be sent to:

the above address*OR*

my alternative address, which is:

*[insert alternative address]*

Thank you,

*[Your name]*