Stephanie Kirathe

Esanto Apartments, Hse B001,

Nairobi

25th July 2019

Landlord or Apartment Company’s Name

Esanto Apartments,

City, State, Zip Code

Re: Notice of Intent to Vacate

Dear (Name of landlord or manager), This letter constitutes my written 30-day notice that I will be moving out of my apartment on 29th August, the end of my current lease. I am leaving because new job. Please advise me on when my deposit of will be returned to me, as well as if you will be taking any money out for damages that fall outside of normal wear and tear. I can be reached at 0729245657 after 29th August.

Sincerely,

Stephanie Kirathe

B001