

Subject: Notice of Intent to Vacate

Dear sir/madam

I hope this letter finds you in good health and high spirits. I am writing to formally notify you that I will be moving out of house no 1207 by latest 3rd next month. As per the terms of our lease agreement, this letter serves as my 30 days notice.

Please consider this letter as an official notice of my intent to vacate the premises. I have thoroughly enjoyed my stay at the property during the duration of my tenancy, and I genuinely appreciate your promptness in addressing any concerns that arose during that time.

Regarding the security deposit, I understand that deductions may be made for any unpaid rent, damages beyond normal wear and tear, or outstanding expenses as outlined in our lease agreement. I kindly request a detailed summary of any deductions made, along with the return of the remaining deposit.

I would like to express my sincere gratitude for your professionalism and cooperation throughout the duration of my tenancy. If you require any assistance or further information from me during this transition period, please do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to completing the move-out process smoothly and promptly.

Yours sincerely,

Guyo Abdub