Tenant’s Full Name

Name of Apartment

123 Anywhere Street

San Marcos, TX 78666 *Via Regular Mail and CMRRR*

 12/12/2018

Re: Notice to Vacate Apartment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Forwarding Address

To Whom It May Concern:

I am a tenant at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of apartment complex). I live in apartment number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This letter is official notice that I am vacating the property on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).

 Please return any security deposit, make it out to me, and forward any mail to the following address:

**Tenant’s Full Name**

**Name of Apartment (if any)**

**Street Address**

**City, State, Zip Code**

Regards,

***Tenant Signature***

Tenant’s Full Name

CC: Name of the Whomever Needs to Receive This Letter; Quicksilver Street, Suite 456; City, State, Zip Code