**Notice letter to landlord template**

(Recipient’s address)

(Your address and contact details)

(Date in full)

(Objective of letter – no more than 1 sentence)

(Dear Mr./Mrs./Ms./Miss insert full name),

I am writing to inform you that I will be moving out of the flat (Insert address) on (Insert date) because (Insert reason for moving)

The rent is paid up until (Insert date) and this will be sufficient for the date I will be vacating the flat.

If you can get in touch using the contact details above I would like to discuss the process of receiving my deposit back.

Yours sincerely,

(Insert full name)