

Your Name

Tenant, Flat 702

Flat 702, Sai Krupa Residency
Pune 411045
+91 98xxx xxxxx
yourname@email.com

Ref: Personal
Date: 14 April 2026

Mr. Owner Name
Owner, Flat 702, Sai Krupa Residency
Pune 411045

Subject: Notice of vacating the rented flat and request for refund of security deposit

Dear Mr. Owner Name,

As per clause 9 of our rent agreement dated 1 June 2025, I am giving one month's notice that I will vacate Flat 702 on 30 June 2026.

The rent up to June has been paid, and the electricity and maintenance bills will be cleared before I hand over the keys. I would be glad to arrange a joint inspection of the flat on 29 June at a time convenient to you.

I request you to refund the security deposit of ₹60,000 by bank transfer within seven days of the hand-over, after any agreed deductions. My bank details are given below.

Regards,

Your Name

A/c: XXXXXXXX5678 · IFSC: XXXX0001234