Tenant Notice to Vacate Template

**[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]**

**[Date]**

**[Landlord’s Name]  
[Landlord’s Address]  
[City, State, ZIP Code]**

### **Subject: Tenant Notice to Vacate**

**Dear [Landlord’s Name],**

**I am writing to provide official notice of my intention to vacate the rental property located at [Rental Property Address]. My planned move-out date is [Move-Out Date], which is in accordance with the notice period required by our lease agreement.**

### **Details of Notice**

* **Reason for Vacating: [Reason for leaving, e.g., relocation, buying a home, etc.]**
* **Forwarding Address:**
  + **Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  + **City, State, ZIP Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please inform me of any specific steps required for the move-out process and the return of my security deposit. I will ensure the property is clean and all keys are returned by the move-out date.**

**Thank you for your cooperation and understanding.**

**Sincerely,  
[Your Signature]  
[Your Name]**