

# Sample Notice to Vacate

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[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

**Subject: Sample Notice to Vacate**

**Dear [Landlord's Name],**

This letter serves as my formal notice to vacate the premises at [Rental Property Address]. My last day of occupancy will be [Move-Out Date].

## **Tenant Information**

- Full Name: \_\_\_\_\_
- Lease Start Date: \_\_\_\_\_
- Lease End Date: \_\_\_\_\_
- Forwarding Address: \_\_\_\_\_

## **Reason for Vacating (Select one):**

- Job relocation
- Purchasing a home

- Dissatisfaction with property
- Other: \_\_\_\_\_

**Move-Out Checklist:**

- Clean the property
- Return all keys
- Provide forwarding address for security deposit return

Please advise on any additional steps required. I appreciate your assistance throughout my tenancy.

Sincerely,

[Your Signature]

[Your Name]