**Sample Notice to Vacate**

horizontal line

**[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]**