

Sample Notice to Vacate

[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]