

# 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]**