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RE: Notice of Intent to Vacate

Dear \_\_\_\_\_,

I am writing to inform you that I will be vacating the rental premises listed below:

\_\_\_\_\_

My lease started on \_\_\_\_\_ and will end on \_\_\_\_\_. I will not be renewing the lease and, accordingly, plan to vacate the premises on or before \_\_\_\_\_. This notice provides you with at least \_\_\_\_\_ days notice, as required by the rental agreement.

After I have vacated and cleaned the premises, I will deliver the keys to you and sign any documentation necessary to process my security deposit. You can send my security deposit to the following forwarding address:

\_\_\_\_\_

If you have any questions about this notice, you may contact me by phone at \_\_\_\_\_ or by email at \_\_\_\_\_. Thank you for your time.

Best,

\_\_\_\_\_