

Sample Notice of Intent to Vacate Rental Property

Date: _____

Landlord's Name: _____

Landlord's Address: _____

Dear _____,

This letter serves as formal notice of my intent to vacate the rental property located at:

Address: _____

City, State, ZIP: _____

As required by the lease agreement, I am providing _____ days' notice and plan to vacate the premises on or before _____.

Please inform me about the process for the return of my security deposit and the procedure for a final walk-through inspection. I will return all keys and any other property upon move-out.

Please send any further correspondence regarding this matter to my forwarding address below:

Forwarding Address: _____

Thank you for your attention.

Sincerely,

Signature: _____

Printed Name: _____

Phone/Email: _____