

Roommate Notice of Intent to Vacate Form Letter Sample

This **roommate notice of intent to vacate form letter sample** provides a clear and concise template for informing roommates of your planned move-out date. It ensures all parties are aware of the timeline and responsibilities associated with vacating the shared living space. Using this form helps maintain good communication and minimizes potential conflicts during the transition.

Sample Letter

Date: [Insert Date]

To: [Roommate's Name(s)]

Address: [Your Shared Address]

Dear [Roommate's Name(s)],

I am writing to formally notify you of my intent to vacate our shared residence at the address listed above. My planned move-out date is [Move-Out Date].

Please let me know if there are specific steps required before my departure, such as cleaning, returning keys, or arranging walkthroughs. I am committed to ensuring a smooth transition and will do my part to leave the living space in good condition.

If you would like to discuss any details regarding the security deposit, utility transfers, or shared responsibilities, please let me know.

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]