

Roommate Sample Notice to Vacate Premises Form Letter

This **Roommate sample notice to vacate premises form letter** provides a clear and formal template for informing housemates about your intention to move out. It ensures proper communication and helps maintain good relationships while adhering to rental agreements. Using this notice can simplify the process of vacating shared living spaces.

Sample Notice to Vacate Premises

Date: _____

To: [Roommate's Name]

Address: [Address of Residence]

Dear [Roommate's Name],

I am writing to formally notify you of my intention to vacate the premises at **[address]** on or before **[move-out date]**. This notice is being given in accordance with our rental agreement, which requires advance notice prior to moving out.

Please let me know if there are any specific move-out procedures we should follow or if there are shared responsibilities to address before my departure. I am committed to coordinating with you to ensure a smooth transition and minimize any inconvenience.

Thank you for your cooperation and understanding. Please feel free to contact me if you need to discuss any details regarding the move-out process.

Sincerely,

[Your Name]

[Phone Number or Email Address]