

# 30-Day Notice to Vacate: Roommate Sample Letter

Use this **30-day notice to vacate form sample** to inform your roommate officially about your intent to move out. This clear and concise document helps ensure smooth communication and proper timing for ending the shared lease agreement. Download the template to customize it according to your specific situation.

## Sample 30-Day Notice to Vacate (Roommate)

Date:

To (Roommate's Name):

Address:

Dear Roommate's Name,

I am writing to formally notify you of my intent to vacate our shared residence located at Rental Address. As per our lease agreement and in compliance with the standard notice period, this letter serves as my 30-day notice. My final day at the property will be Move-Out Date.

Please let me know how you would like to handle the return of keys and any details regarding utilities or common area cleaning. I will do my best to ensure a smooth and amicable transition.

Thank you for your cooperation.

Sincerely,  
Your Name

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*This is a sample and should be adapted to your specific circumstances. Always consult your lease agreement and check your local laws regarding notice requirements.*