

Notice to Vacate

This **Notice to Vacate form sample** is designed for tenants who voluntarily decide to move out, providing a clear and formal way to inform landlords of their intent. It ensures proper communication and helps both parties manage the move-out process smoothly. Using this template can streamline the notice period and avoid potential disputes.

Date:

To (Landlord/Property Manager Name):

Landlord's Address:

Tenant Name(s):

Rental Property Address:

Notice of Intent to Vacate

Dear Landlord/Property Manager Name,

This letter serves as my/our formal notice to vacate the property at Rental Property Address. In accordance with the terms of the lease agreement, I/we intend to move out and surrender possession of the premises on

.

Please let me/us know the inspection date and move-out procedures. I/we will provide a forwarding address for the return of the security deposit and future correspondence.

Forwarding Address:

Thank you for your cooperation.

Sincerely,

Signature(s):