

# Tenant Written Notice to Vacate

Use this **tenant written notice form** sample to formally inform your landlord of your intention to vacate the rental property. This document ensures clear communication and helps avoid any misunderstandings regarding your move-out date. Properly completed, it protects the rights of both tenant and landlord.

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## Tenant Information

Tenant Name(s):

Rental Property Address:

## Landlord/Property Manager Information

Landlord/Manager Name:

Landlord/Manager Address:

## Notice Details

Date of Notice:

Intended Move-Out Date:

## Sample Letter

Dear     [Landlord Name]    ,

I am writing to provide formal notice of my intention to vacate the rental property at     [Rental Property Address]    , effective     [Move-Out Date]    . This notice is provided in accordance with the terms of my rental agreement and the required notice period.

Please let me know of any move-out procedures or if you wish to schedule a final inspection.

Thank you for your cooperation.

Sincerely,

    [Tenant Name]      
    [Phone/Email]