

# Notice to Vacate Template

Copy and paste the sample letter below

[Full Name]

[Phone Number]

[Email]

[Address]

[City, State, Zip Code]

[Date]



## Re: Notice of Intent to Vacate

This letter shall serve as my written notice to vacate on **[DD/MM/YYYY]**. I request to vacate and terminate the lease which was signed and agreed upon on [start of lease date].

I will be moving out of the property at [current full address], at the latest, by **[DD/MM/YYYY]**.

I would like to schedule a move-out walkthrough the week prior to my move for a full inspection of the unit. Please contact me via email at [email address] to schedule a walkthrough.

I believe the property to be in good condition and anticipate my security deposit of **[\$ (amount agreed to in the lease)]** will be refunded in full to me.

My security deposit can be sent **[new address: number and street name, unit/apt., city, state, zip code]**.

Thank you,

**[Full name and signature]**

**[Date]**