

# Notice of Intent to Vacate

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to formally notify you of my intent to vacate the premises located at [Your Address], effective [Move-Out Date]. As per the terms of our lease agreement, I am providing [number] days' notice. My last day of residency will be [Last Day of Residency].

Please inform me if there are any necessary steps I should follow before my departure. I appreciate your understanding and support during this process. I will ensure the property is returned in good condition.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]