

Letter 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 intention to vacate the rental property located at [Rental Property Address] on [Move-Out Date]. As per the terms of our rental agreement, I am providing [number of days, e.g., 30 days] notice.

Please let me know of any necessary steps I should take before my departure, including any arrangements for a final walk-through of the property.

Thank you for your understanding. I appreciate the time I have spent living at the property. I look forward to your response.

Sincerely,

[Your Name]