

# Notice of Intention to Vacate

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[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 unit located at [Rental Address] on or before [Move-Out Date]. As per the lease agreement, I am providing [number of days] days' notice.

Please let me know if there are any specific move-out procedures or if you would like to schedule a walkthrough of the unit prior to my departure.

Thank you for your understanding.

Sincerely,

[Your Name]