

State of _____

NOTICE OF INTENT TO VACATE

_____, 20____

VIA

- Personal Delivery
- Substituted Delivery
- Posted Delivery
- First Class Mail
- Registered Mail
- Certified Mail
- Other: _____

Landlord: _____

Address: _____

RE: _____ [Lease agreement title] dated _____,
20____ for _____ [Property address] (the "Lease")

Dear _____ [Landlord]:

Pursuant to the Lease, this letter is to notify you that I/we intend to vacate the above referenced premises: (Check one)

- Before the expiration of the Lease term
- At the end of the Lease term

on _____, 20____. I am/we are terminating the Lease for the following reasons:

Please forward my/our security deposit as required under the Lease and state and local law, as well as all notices to:

Name: _____

Address: _____

Please feel free to contact me/us if you have any questions, or if I/we can provide any further information.

Sincerely,

Tenant's Signature

Tenant's Name

Tenant's Signature

Tenant's Name



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