

Name

Phone Number

Email

Your Address

City, State, Zip Code

Dear _____,

This letter shall serve as my official 30-day notice to vacate. In this written notice, I request to vacate and terminate the lease which was signed on _____, 20__, for the property located at _____, in the city of _____, and the state of _____.

I will be vacating the property, at the latest, by _____ (your move out date).

My security deposit can be sent to my new address at _____, in the city of _____, in the state of _____.

Thank you,
(Your Name)

Signature _____

Date _____