

_____[Landlord's Full Name]
_____[Phone Number]
_____[Email]
_____[Landlord's Address]
_____[City, State, Zip Code]

_____[Today's Date]

_____[Tenant's Name]
_____[Property Name or Address]
_____[City, State, Zip Code]

Re: Notice to Vacate

Dear _____[Tenant's Name],

Through this letter, I kindly request you to quit and vacate the property at _____
[property full address] on _____[DD/MM/YYYY]. Use this letter as my written
(number of days' notice that you need to give based on the law of your state)-day notice to vacate, as
required by law. Therefore, you will vacate the property and terminate the lease signed and agreed upon
on _____[DD/MM/YYYY].

Although the Lease Agreement should terminate on the day _____[DD/MM/YYYY],
you must leave the property before that because of the following reasons:

_____.

Notified of the above, I would like to schedule a walk-through and inspection of the property to check
if there are damages that fall outside normal wear and tear. If there is any damage to the property, your
security deposit will be refunded after adjusting for repair expenses.

Please, feel free to contact me by calling _____[phone number].

Sincerely,

(Landlord's Name & Signature)