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RE: Notice of Intent to Vacate

Dear _____,

I am writing to inform you that I will be vacating the rental premises listed below:

My lease started on _____ and will end on _____. I will not be renewing the lease and, accordingly, plan to vacate the premises on or before _____. This notice provides you with at least 2 (two) days notice, as required by the rental agreement.

You can send my security deposit to the following forwarding address:

If you have any questions about this notice, you may contact me by phone at _____ or by email at _____. Thank you for your time.

Best,
