

Notice to Vacate

[Your Name or Business Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Tenant's Name or Occupant's Name]

[Their Address]

[City, State, ZIP Code]

Subject: Notice to Vacate Premises

Dear [Tenant's Name],

This letter serves as formal notice that you are required to vacate the premises located at **[Property Address]** on or before **[Move-Out Date]**. This notice is provided in accordance with the terms outlined in the lease agreement signed on **[Lease Agreement Date]**, and adheres to all applicable local and state laws.

The reason for this notice is **[Specify Reason, e.g., Lease Expiration, Non-Compliance with Lease Terms, or Property Owner's Intent to Reoccupy]**.

Key Details:

1. **Vacate Date:** [Move-Out Date]
2. **Final Inspection:** [Date/Time] – We will conduct a final inspection to assess the condition of the property and determine the return of your security deposit.
3. **Return of Keys:** Please return all keys and access devices by the move-out date to **[Specify Location or Contact Person]**.
4. **Security Deposit:** Your security deposit will be processed in accordance with the terms of the lease and returned within **[Number of Days]** after inspection, minus any deductions for damages beyond normal wear and tear.

Please ensure the property is left in a clean and undamaged condition, with all personal belongings removed. Failure to vacate the property by the specified date may result in legal action and additional charges.

Should you have any questions or require clarification, please contact me directly at **[Your Phone Number or Email Address]**.

Thank you for your cooperation.

Sincerely,

[Your Full Name or Business Name]

[Your Title, if applicable]