

# SIMPLE NOTICE TO VACATE

[Your Name or Business Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Tenant's Name]**

[Their Address]

**Subject: Notice to Vacate**

Dear [Tenant's Name],

This is formal notice to vacate **[Property Address]** by **[Move-Out Date]** per the lease terms signed on **[Lease Agreement Date]**.

**Details:**

- **Move-Out Date:** [Move-Out Date]
- **Final Inspection:** [Date/Time]
- **Return Keys:** To **[Location/Contact]**
- **Security Deposit:** Returned within **[Number of Days]** after inspection, minus damages.

Please leave the property clean and empty. Failure to vacate may lead to legal action.

For questions, contact **[Your Phone or Email]**.

Thank you.

Sincerely,

**[Your Name or Business Name]**