*[Landlord name]*

*[Landlord contact information]*

*[Date of notice/letter]*

*[Address of rental premises/contact information for tenant]*

*Dear [Tenant Name]:*

*Your lease for the above-referenced premises at [location address] ends on [date].*

*Please accept this letter as your notice to vacate these premises by this day and time.*

*In preparation of your departure, please review your lease agreement. It contains details about required cleaning and repairs and the management of any damages. The applicable amounts will be deducted from your security deposit and any additional amounts (if any) owed pursuant to these lease terms will be due immediately. As set forth in your lease, the labor costs to clean and/or repair the premises will be charged at the rate of [$X]per laborer. Any major repairs that you plan to make (if any) will require our prior approval.*

*Please remember that the utilities that are in your name must stay on and in your name until the lease end date of [Date]. These utilities will automatically revert back to the landlord’s name at the end of the lease period. You simply need to notify each utility that they should end service in your name at the end of that month. You may stop or change your phone or cable services at any time that you choose.*

*Any refund owed to you from your security deposit will be provided to you by the landlord at such time as all utility companies confirm that all accounts are clear and that you are not responsible for any charges. The balance of the security deposit will be forwarded to your new address within [X] days of surrendering the keys, per the lease agreement.*

*All terms and obligations of your lease agreement for the subject premises remain in force and effect until the termination date set forth above and you have returned possession of the premises to the landlord.*

*Please contact the landlord above with any questions or concerns.*

*Sincerely,*

*[Landlord]*

*Received and acknowledged this \_\_\_ day of \_\_\_\_, 2022.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*[Name of tenant(s)]*