

# Sample 30 Day Notice to Vacate

[Today's date]

[Your Name]

[Your Address]

Dear [your landlord or property manager's name],

I am writing to inform you I will be vacating my rental unit on [date you intend to vacate]. This letter meets the 30-day notice requirement outlined in my lease agreement.

I will return my keys to you on [date you intend to vacate].

Please send my security deposit within [30 days listed in the lease] to [your new address].

If you have any questions, please contact me at [your phone number] or [your email address].

Thank you.

Sincerely,

[Your name]

[Your signature]

## **Send Your Notice on Time**

After you've filled out the template above, make sure you send it to your landlord on time. If they have any questions regarding your notice, refer to your lease agreement as well as state and local landlord-tenant laws.