New York 30 Day Notice to Vacate

Date:

Re: Notice of Intent to Vacate Dear ,

This letter serves as official notice that my tenancy will terminate on , for the premises located at

Please send my security deposit refund to my forwarding address:

My phone number is .

Sincerely,

(Tenant Signature) (Tenant Signature)

(Tenant Printed Name) (Tenant Printed Name)

# CERTIFICATE OF SERVICE

I certify that a copy of this notice has been furnished to the above-named landlord on

by:

❐ Hand delivery to Landlord ; **or**

❐ Hand delivery to Landlord’s Agent/Representative ;

# and

❐ Mailing the notice by certified or registered mail with a return receipt and first class regular mail.

*(Tenant Name) (Tenant Signature)*