

New York 60 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)