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

The rental agreement will terminate for the following reason:

⬜ Shared Occupancy/Dwelling (Month-to-Month Tenancy)

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**

❐ Mailing the notice by first class mail and if possible, giving a copy of the notice to Landlord’s agent or representative: .

*(Tenant Name) (Tenant Signature)*