

## Virginia 7 Day Notice to Vacate

Date: \_\_\_\_\_

Re: Notice to Terminate Tenancy

Dear \_\_\_\_\_,

This letter serves as official notice that your tenancy will terminate on \_\_\_\_\_, for the premises located at: \_\_\_\_\_

For our records and the return of security deposit monies, please provide your forwarding address and phone number.

Sincerely,

\_\_\_\_\_  
(Landlord Signature)

\_\_\_\_\_  
(Landlord Printed Name)

\_\_\_\_\_  
(Landlord Phone Number)

\_\_\_\_\_  
(Landlord Address)

### CERTIFICATE OF SERVICE

I certify that a copy of this notice has been furnished to the above-named tenant(s) on \_\_\_\_\_ by:

☐ Hand delivery to Tenant \_\_\_\_\_; **or**

☐ Hand delivery of the notice to a family member of the Tenant, age 16 and older: \_\_\_\_\_ and mailing the notice by first class mail with a certificate of mailing; **or**

☐ Posting the notice at the premises and mailing by first class mail with a certificate of mailing.

\_\_\_\_\_  
(Landlord Name)

\_\_\_\_\_  
(Landlord Signature)