
Date

Address:

Dear Real Estate Directory,

This letter serves as my/our notice to vacate the above property. I/we understand that we must provide 2 full calendar months written notice.

This is our 2-full calendar month notice that I/we will be vacating this property by noon on _____.

We understand that we must keep utilities in our name (those which we are responsible for per our lease agreement) until this date. Also, if we are required (per our lease agreement) to take care of the lawn care and/or snow removal, we will also do so until this date.

We also understand that we are required to have the carpets professionally cleaned prior to vacating and provide you with a receipt at move-out.

We will turn in our keys and openers (if applicable), carpet cleaning receipt, and forwarding address to your office by noon on _____.

Thank you,

Name(s) and Signature(s)