# Notice to Vacate

**Purpose:** This document is a written notice from the *landlord* or *tenant* to terminate the existing lease agreement. It serves as an official communication required by lease agreements and property laws.

**Date:** {date}

To: **{recipientName}**  
Address: {recipientAddress}

From: **{senderName}**  
Address: {senderAddress}

## Subject: Notice to Vacate

This Notice is to inform you that the undersigned {role} is providing formal notification of intent to terminate the lease agreement concerning the premises located at:

{propertyAddress}

In accordance with the lease agreement and applicable laws, this notice is provided {noticePeriod} prior to termination. The effective date of termination will be **{terminationDate}**.

**Reason for Termination:** {terminationReason}

{#isTenant}As the tenant, I agree to vacate the premises and return possession to the landlord by the aforementioned termination date. I understand that failure to vacate may result in legal proceedings as specified in the lease agreement.{/isTenant}

{#isLandlord}As the landlord, I request the premises be vacated by the above termination date. This notice is given in accordance with the lease terms and applicable law. Failure to vacate may result in formal eviction proceedings.{/isLandlord}

### Security Deposit

The current security deposit amount is: **{securityDeposit}**

{#willReturnDeposit}The security deposit will be returned in full, minus any lawful deductions, within {depositReturnPeriod} of vacancy.{/willReturnDeposit}

{^willReturnDeposit}The security deposit will **not** be returned due to: {depositReason}{/willReturnDeposit}

### Forwarding Address

Please send all future correspondence or deposit refunds (if applicable) to this address:

{forwardingAddress}

### Additional Notes

{#notes}

* {note}

{/notes}

Sincerely,

**{senderName}**  
{senderContactInfo}

This notice is intended to comply with all applicable laws regarding lease termination. Please retain a copy for your records.