Mr. & Mrs. Tenant

Where we live at Rented-property-address

Mr. & Mrs. Landlord

Postal Address

Dated DD/MM/YYYY

Reference: Notice to vacate

Dear Mr. & Mrs. Landlord,

I am writing to give you one month’s written notice to vacate the property (property address you’re renting) which I currently rent from yourself. Please accept this written notice in accordance with the tenancy agreement as my intention to vacate the property on or before (tenancy end date or date you intend to move).

I will be cleaning the property to make sure to leave it in a good condition. Please send me any specific move out cleaning instructions if you have any? I will remove my personal belongings and turn in my keys on or before (tenancy end date or date you intend to move).

I would like to meet you at the property on the last day I am in possession of the keys, so that you have the opportunity to inspect the property in my company so that the final condition of the property can be agreed. Please could you contact me to confirm an appropriate time of day?

As you are aware, and in accordance to the tenancy deposit protection provisions, you will need to return my security deposit to me within 10 days, however, if you are able to return this to me anytime sooner it would be greatly appreciated.

I look forward to hearing from you soon regarding these matters.

Yours faithfully,

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Mr. & Mrs. Tenant