Date

Your name

Your address

Landlord’s name

Landlord’s address

Dear landlord’s name

## **Notice of Intention to Vacate**

Please accept this letter as three weeks’ notice of my/our intention to vacate the property at (your address) on (date), as required by clause 88 of our tenancy agreement. I/we will be vacating the above premises and returning the keys on … (date). Please note that the tenancy will terminate on this date in accordance with clause 88.

Please contact me on (your phone number) during work hours to arrange a mutually convenient time for a final inspection

Yours sincerely,

Your signature

Your name

This notice may be used in situations other than that dealt with in the following notice (i.e.: terminating periodic co-tenancy where not all tenants are vacating). So it can be used by all sub-tenants, head-tenants or co-tenants (where all co-tenants wish to leave) wishing to terminate a periodic tenancy.