

Mr/Mrs (Your name)

(Full address of the rented property)

Mr/Mrs (Your landlord's name)

(Address of your landlord)

(DD/MM/YYYY)

Subject: Notice to vacate *(address of the rented property)*

Dear *Mr/Mrs (Your landlord's name)*,

I am writing to give you my *(two months'/one month's/eight weeks'/four weeks'/other {please specify})* written notice prior to vacating the property located at *(address of the rented property)* which I currently rent from yourself. Please accept this notice in accordance with our tenancy agreement from *(date of your tenancy agreement)* as my intention to vacate the property on or before *(tenancy end date or date you intend to move)*.

I guarantee that all my personal furniture and other belongings will be removed from the property before *(tenancy end date or date you intend to move)*.

I would also like to assure you that the property will be thoroughly cleaned and left in a good condition. Please be kind to provide me with information about any specific end of tenancy cleaning requirements of yours, as well as cleaning instructions, if you have any!

Once the removal and the end of tenancy cleaning are completed I would gladly meet you here at the property so it would be possible for you to inspect the property in my presence and so we could agree upon its final condition. Please contact me to appoint a suitable for both of us time and date until I am still in possession of my *key/keys* from the property.

In accordance to the tenancy deposit protection provisions, I will expect the return of my security deposit within *(period specified in your tenancy agreement)*. Of course, I would appreciate it immensely if you are able to return the deposit to me anytime sooner.

Once I vacate the *(address of the rented property)* you could contact me at *(your new address)*.

I look forward to hearing from you soon in relation to the end of my tenancy.

Yours sincerely,

Mr/Mrs (*Your name and signature*)

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