

Sample Letter: Notice of Intent to Vacate

Name
Address

Date

Landlord Name
Landlord Address

Dear Landlord:

The Landlord/Tenant Act of Washington requires me to give written notice of my intent to vacate my unit at least twenty days prior to the end of a monthly rental period. This letter shall serve as written notice of my intent to vacate the premises. I will be gone on or before date: _____.

Please send my deposit refund to the address that appears below.

Address

Sincerely,

Your Name