

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Notice to Vacate – Tenant to Landlord

Dear :

Due to relocation by my employer, I will be relocating to Alaska on {date}. Therefore, I will no longer be in need of the residence that I am currently renting. I will be vacating the premises on {date}. If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E