

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Lender Name]  
[Loss Mitigation Department]  
[Lender Address]  
[City, State, Zip Code]

**RE: Notice of Intent to Vacate - Deed-in-Lieu of Foreclosure**

Loan Number: [Your Loan Number]  
Property Address: [Property Address]

To Whom It May Concern,

This letter serves as formal notice regarding the Deed-in-Lieu of Foreclosure agreement for the property located at the address referenced above. As part of our agreed-upon terms, I am writing to confirm my intent to vacate the premises.

I will officially vacate the property on or before **[Date of Departure]**. On this date, the property will be left in "broom-clean" condition, and all personal belongings will be removed.

I will perform the following actions to complete the transfer:

- Secure all windows and doors.
- Set the thermostat to an appropriate temperature to prevent damage.
- Place all keys, garage door openers, and gate remotes in [Location, e.g., the kitchen counter or lockbox].
- Ensure all utilities are scheduled for final reading or transfer as per our agreement.

Please provide instructions regarding the final inspection and where I should mail the signed deed and any remaining documents to finalize this process.

After the move-out date, please send all future correspondence to my new mailing address:

[New Mailing Address]  
[City, State, Zip Code]

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]