

Date: [Insert Date]

To: [Roommate's Full Name]

Property Address: [Insert Full Address, Unit Number, City, State, Zip Code]

Dear [Roommate's Name],

This letter serves as formal notice that your lease agreement for the property listed above will be terminated effective [Insert Move-Out Date]. According to our agreement, this provides you with [Insert Number] days of notice.

Please ensure that all personal belongings are removed from the premises and that your bedroom and common areas are cleaned by [Insert Time] on the date mentioned above. All keys must be returned to [Insert Name] at the time of your departure.

Regarding your security deposit of \$[Insert Amount], it will be returned to you, minus any deductions for damages or unpaid utilities, within [Insert Number] days of your move-out date. Please provide a forwarding address below for the delivery of the deposit or any final correspondence.

Forwarding Address:

[Insert Street Address]

[Insert City, State, Zip Code]

If you have any questions regarding this notice, please contact me as soon as possible.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]