

Date: [Date]

To: [Landlord or Property Management Name]

Property Address: [Full Rental Address]

Subject: Voluntary Notice of Intent to Vacate and Request for Lease Release

Dear [Landlord Name],

This letter serves as formal notification that I, [Your Name], intend to voluntarily vacate the premises located at [Address] and request to be released from the current lease agreement effective [Date of Departure].

I have discussed this move with my remaining roommate(s), [Name of Remaining Roommate(s)], who wish to continue the tenancy and remain in the unit. By signing below, the remaining roommate(s) signify their consent to this change and their agreement to assume full responsibility for the lease terms and total rent amount moving forward.

Regarding the security deposit: [Choose one: I am waiving my right to my portion of the security deposit / I have arranged with the remaining roommates to be reimbursed directly / I request a formal inspection].

I understand that I remain liable for the terms of the lease until the requested release date and until any necessary paperwork or lease addendums are signed by all parties.

Please let us know the next steps required to finalize this release.

Sincerely,

---

[Your Signature]

[Your Printed Name]

**Consent of Remaining Roommate(s):**

---

[Remaining Roommate Signature]

[Date]

**Landlord Approval:**

---

[Landlord Signature]

[Date]