

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

[Date]

[Tenant Name]  
[Tenant Address]  
[City, State, Zip Code]

**RE: Clarification Needed Regarding Notice to Vacate - [Property Address]**

Dear [Tenant Name],

We received your correspondence dated [Date of Tenant's Notice] regarding your intent to move out of the property. However, after reviewing the document, we find that the notice is incomplete and cannot be processed as submitted.

To officially accept your notice and begin the move-out process, the following information is required:

- Specific move-out date
- Forwarding address for security deposit return
- Signature of all adult leaseholders
- Proof of required notice period (e.g., 30 or 60 days)
- Other: [Specify missing information]

Please provide the missing information in writing by [Date]. Please be advised that your notice period will not officially begin until a complete and signed notice is received by our office. This may affect your lease termination date and financial obligations.

You may submit the corrected notice via [Email/Portal/Mail]. If you have any questions, please contact us at [Phone Number].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Title/Position]