

LETTER OF INTENTION TO VACATE

(Date)

Dear _____,
(Owner/Agent)

I am writing to inform you that I will be vacating _____
(Street Address)

_____, on _____.
(Street Address) (Day Vacating the Unit)

Because I am giving you a thirty day notice to vacate and plan to leave the premises clean and in good condition, allowing for normal wear and tear, I would appreciate the return of all and any deposits no later than three weeks after vacating.

Please feel free to call me if you have any questions.

Sincerely,

(Tenant)

(Mailing Address)

(Phone)

Owner to Retain a Copy
Sonoma County Housing Authority to be given a Copy
Tenant to Retain a Copy

(1/25)