

Sample Letter: Notice of Intent to Vacate

[Date]
[Landlord/Manager's Address]

Dear [Landlord/Manager's Name]:

The Landlord/Tenant Act of Washington requires me to give written notice of my intent to vacate my unit at least twenty days prior to the end of a monthly rental period. This letter shall serve as written notice of my intent to vacate the premises. I will be gone on or before [date]. Please send my deposit refund to the address that appears below.

[Your Name]
[Your Address]

Sincerely,

[Your Name]