[Date]

[Your name]

[Your address]

[Landlord/Agent name]

[Landlord/Agent address]

Dear [Landlord/Agent name]

## **Notice of intention to vacate premises at [your address]**

Please accept this letter as three weeks notice of my/our intention to vacate the property at [your address] on [date], as required by clause 88 of our tenancy agreement. I/we will be vacating the above premises and returning the keys on [date]. Please note that the tenancy will terminate on this date in accordance with clause 88.

Please contact me at [your phone number] during work hours to arrange a mutually convenient time for a final inspection.

Yours sincerely,

[Your signature]

[Your name]