

[Your Name]
[Your Street Address]
[Your City/State/Zip]
Phone: [Your Phone Number]
Email: [Your Email Address]

[Today's Date]

BPS Property
Babette Preciado
P.O. Box 6384
Thousand Oaks, CA 91359

Subject: Notice to Vacate Property

Dear Ms. Preciado:

I am writing this letter to notify BPS Property of my intent to vacate the property located at [Property Address] in **[Number of Days to Vacate]** days from the date of this letter. My final move-out date will be **[Date of Intended Move Out]**.

My forwarding address will be:

[Your New Street Address]
[City/State/Zip]

As per the lease agreement, this notice fulfills the **[Number of Days to Vacate]** day notice requirement. I would like to schedule a move-out walk through inspection of the property during the week of the move.

If you have any questions, please contact me at the phone number or email address listed at the beginning of this letter.

Sincerely,
[Your Signature]
[Your Full Name]