[Date]

[Your name]

[Your address]

[Lessor’s name]

[Lessor’s address]

Dear [Lessor’s name]

## **Re: Co-tenant Notice to Vacate for the property at [your address]**

Please accept this letter as three weeks notice of my intention to vacate the property at [your address] on [date], as required by Clause 88 of our tenancy agreement. I will be vacating the above premises and return the keys on [date].

Please note that by law this notice is effective to terminate the tenancy for all tenants on this date. However, my co-tenant/s [name/s] will be in touch with you shortly to make arrangements to establish a new tenancy agreement commencing on [date you vacate], as it is their intention to continue occupying the premises if you agree to this.

Please contact me at [your phone number] during work hours to schedule a mutually convenient time for a final inspection, and to make arrangements for the refund of the bond.

Yours sincerely,

[Your signature]

[Your name]