



SARATOGA  
Market Center

NOTICE OF INTENT TO VACATE

55 Railroad Place

Apt \_\_\_\_\_

Saratoga Springs, NY 12866

Date: \_\_\_\_\_

This letter will serve as my sixty (60) days written notice of my intention to vacate my apartment on or before \_\_\_\_\_ (must be the 30<sup>th</sup> or 31<sup>st</sup> of the month). I am doing so because \_\_\_\_\_  
[your reason for moving].

My forwarding address will be:

\_\_\_\_\_.

\_\_\_\_\_  
Tenant Name

\_\_\_\_\_  
Tenant Phone No.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Tenant Email

\_\_\_\_\_  
Date