

# Virginia Lease Termination Letter

Notice Date: \_\_\_\_\_ Address of Premises: \_\_\_\_\_

To: \_\_\_\_\_

- This notice is to inform my intentions as Landlord that the lease dated the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ will be terminated in accordance with § 55-248.37(A). As Tenant, you shall have thirty (30) days to vacate the Premises along with all your possessions.

- This notice is to inform my intentions as Tenant that the lease dated the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ will be terminated in accordance with § 55-248.37(A). As Landlord, this request shall provide you with thirty (30) days for me to vacate the Premises along with all my possessions.

The Security Deposit, minus any deductions, shall be returned to the following address:

\_\_\_\_\_

## PROOF OF SERVICE

I, the undersigned, being at least 18 years of age, declare under penalty of perjury that I served the above notice, of which this is a true copy, on the following tenant(s) in possession in the manner(s) indicated below:

- On \_\_\_\_\_, I handed the notice to the tenant(s) personally.

- On \_\_\_\_\_, after attempting personal service, I handed the notice to a person of suitable age and discretion at the residence/business of the tenant(s), AND I deposited a true copy in the \_\_\_\_\_ [Name of Your Postal Service], in a sealed envelope with postage fully prepaid, addressed to the tenant(s) at his/her/their place of residence.

- On \_\_\_\_\_, after attempting service in both manners described above I placed the notice in a conspicuous place at the residence of the tenant(s) AND I deposited a true copy in the \_\_\_\_\_ [Name of Your Postal Service] in a sealed envelop with postage fully prepaid, addressed to the tenant(s) at his/her/their place of residence.

Landlord's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_