

[Your Name]
[Your Phone Number]
[Your Email Address]
[Current Property Address]

[Date]

[Landlord or Property Manager Name]
[Landlord Address]

RE: Notice of Intent to Vacate - PCS Orders

Dear [Landlord Name],

I am writing to formally notify you that I will be vacating the premises located at [Your Address] on [Your Move-out Date].

I have received official government orders for a Permanent Change of Station (PCS) to [New Duty Station/Location], with a report date of [Report Date]. This relocation is mandatory and requires me to terminate my current lease agreement earlier than anticipated.

Under the Servicemembers Civil Relief Act (SCRA), I am providing this written notice along with a copy of my official orders to terminate my lease. Based on my rent payment schedule, I understand my lease will officially terminate on [Last Day of Month], 30 days after the next rent payment is due.

I request a move-out inspection on [Date] at [Time]. Please send my security deposit refund to the following forwarding address:

[Forwarding Address City, State, Zip]

Thank you for your understanding and for your support during this transition.

Sincerely,

[Your Signature]
[Your Printed Name]

Enclosure: Copy of Military Orders