

From:

Name _____

Address _____

Date: _____

Gatewood Rentals
PO Box 312
Frankfort, Ky 40601

To Whom It May Concern:

We would like to give our 30-day written notice of our intent to move. Our anticipated move date is _____.

After we are out we will contact you to arrange getting the keys to you so you can inspect the rental unit for any damage caused by us. If everything is in order you can send any money owed us to our forwarding address:

Name _____

Address _____

City State Zip _____

If any damage is found please call us at this phone number to discuss (____)

Sincerely,

Lessee