

Virginia Lease Termination Letter

General template, not legal advice. Have a Virginia attorney review before use. Last reviewed October 29, 2026.

Use Version A when the landlord is ending the tenancy and Version B when the tenant is. Keep a copy and proof of delivery. This letter does not replace an eviction notice for unpaid rent or a lease violation, which has its own rules.

Version A: landlord to tenant

Date

Tenant name or names

Property address and unit

Lease or rental agreement date

Dear _____ (Tenant name),

This letter is written notice that your tenancy at _____ (Property address and unit) will end on _____ (Termination date). Please move out and return all keys by 11:59 p.m. on that date.

Reason for ending the tenancy: _____ (Reason, such as lease expiring and not renewed, owner move in, or sale. Write "not required" only where state and local law allow ending without a reason).

This notice is given at least _____ (Days of notice given) days before the termination date, which meets the notice required by your lease and by Virginia law. If a local ordinance requires relocation help or a specific notice form, it is attached.

Notice to end a month-to-month tenancy in Virginia: Either side ends a month to month tenancy with written notice at least 30 days before the next rent due date, and a week to week tenancy with at least 7 days. (Va. Code 55.1-1253(A))

Before you leave, please remove all belongings, clean the home, and send us your forwarding address in writing. You may ask for a walk-through inspection before move-out; please call _____ (Phone) to schedule it. We will return your security deposit, less any lawful deductions with an itemized list, within the time Virginia law requires.

Deposit return deadline in Virginia: The landlord must return the deposit, with a written itemized list of any deductions, within 45 days after the tenancy ends or the tenant moves out, whichever is later. (Va. Code 55.1-1226(A))

Rent remains due through the termination date. If you have questions, contact _____ (Landlord contact name, phone and email).

Sincerely,

Landlord or agent signature

Printed name

Date

Proof of delivery

- ☐ Hand delivered to the tenant on _____ (Date)
- ☐ Mailed by certified mail on _____ (Date), tracking number _____ (Tracking number)
- ☐ Posted at the door and mailed on _____ (Date)
- ☐ Emailed on _____ (Date), where the lease allows notice by email

Delivered by (name)

Version B: tenant to landlord

Date

Landlord or manager name

Landlord notice address

Property address and unit

Dear _____ (Landlord name),

Please accept this letter as my written notice that I will end my tenancy at _____ (Property address and unit) and move out on or before _____ (Move-out date). This gives at least _____ (Days of notice given) days' notice, as my lease and Virginia law require.

If I am ending a fixed-term lease early, the reason is: _____ (Reason, if any, such as active military orders or another protected reason under state law). Supporting documents are attached where the law requires them.

Early termination for military service in Virginia: A service member who receives orders for a permanent change of station, deployment or release from active duty can end the lease with written notice and a copy of the orders. (Virginia Residential Landlord and Tenant Act and Servicemembers Civil Relief Act (50 U.S.C. 3955))

Early termination for domestic violence survivors in Virginia: A victim of family abuse, sexual assault, stalking or trafficking with a qualifying protective order or criminal charge or conviction can end the lease by written notice; it ends 28 days after notice, and no liquidated damages may be charged. (Va. Code 55.1-1236)

Please send my security deposit and any itemized deductions to my forwarding address: _____ (Forwarding address). I would like to schedule a move-out inspection; I can be reached at _____ (Tenant phone and email).

Sincerely,

Tenant signature

Printed name

Date

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