



PROPOSAL KIT SAMPLE

SAMPLE CONTRACT PACK DOCUMENT

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For example, some documents are used in a longer sequence one after the other. Some include optional exhibit and schedules.

Also see this article for proposal and contract writing best practices:



<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

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NOTICE OF INTENT TO VACATE

<<CurrentDate>>

<<ContractFirstName>> <<ContractLastName>>
<< Address of Landlord or Designated Agent >>

Dear <<ContractFirstName>> <<ContractLastName>>:

This notice is to inform you of <<Company>>'s intent to vacate << Insert Address >> on <<Date>>.

As required, <<Company>> paid a security deposit of << Deposit Amount >> at lease inception. The balance of our deposit may be mailed to:

<<Company>>
<<Address1>>
<<Address2>>
<<City>>, <<State>>
<<PostalCode>>

I will contact you soon to

DEMO CONTRACT

This demo contract has been truncated. The complete editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/htm/legal-contract-templates/misc-templates/notice-of-intent-to-vacate-letter.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

This contract document is included in the [Proposal Kit Professional](#) and one or more [Contract Pack](#) products.

This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

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