

*Date*

*Landlord's Name*

*Landlord's Address*

*City, State, Zip Code*

Dear *Landlord' Name*:

The undersigned tenants on a lease for the property at \_\_\_\_\_  
Bowling Green, Ohio want to inform you of our decision **NOT** to live at the  
residence when the lease starts on \_\_\_\_\_, 20\_\_\_. Accordingly, you may  
treat this letter as formal notice of our intention **NOT** to abide by the terms  
of the lease.

As required by law, please use all reasonable effort to re-let the premises and  
mitigate your damages. Should you re-rent the property in a timely fashion,  
please return the security deposit to: \_\_\_\_\_  
\_\_\_\_\_

Thank you for your cooperation in this matter.

Sincerely,

\_\_\_\_\_  
*Tenant*

\_\_\_\_\_  
*Tenant*

\_\_\_\_\_  
*Tenant*

\_\_\_\_\_  
*Tenant*