

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]

Dear [Tenant's Name],

Subject: Notice of [Type of Notice, e.g., Rent Increase, Lease Termination, etc.]

I hope this letter finds you well. This is to formally notify you regarding [briefly state the purpose, e.g., a change in rental terms, lease termination, etc.].

[Provide details relevant to the notice: the reason for the notice, any necessary actions required by the tenant, and deadlines if applicable.]

Please ensure that you [any actions the tenant needs to take, e.g., respond by a certain date, vacate the premises, etc.].

If you have any questions or concerns, feel free to reach out to me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]