

[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 to Vacate

I hope this message finds you well. This letter serves as formal notice that you are required to vacate the premises located at [Property Address] by [Move-Out Date].

As per the terms outlined in your lease agreement, the notice period is [insert notice period, e.g., 30 days]. Please ensure that the property is left in a clean and satisfactory condition prior to your departure.

Should you have any questions or need further assistance during your move, please do not hesitate to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]