

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

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

Dear [Recipient's Name],

Subject: Notice of [Type of Notice]

I am writing to formally notify you of [specific reason for the notice, e.g., termination of tenancy, intent to vacate, change of terms, etc.]. As per the agreement dated [date of agreement], I am providing this notice in accordance with the stipulated notice period of [insert notice period, e.g., 30 days]. The effective date of this notice will be [insert date].

Please let me know if there are any further actions required on my part. I appreciate your attention to this matter.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]