

[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 Leave

I hope this letter finds you well. This is a formal notice to inform you that your tenancy at [Property Address] is set to end. As per the terms of our rental agreement, you are required to vacate the premises by [Move-Out Date].

Please ensure that all personal belongings are removed and the property is returned in its original condition.

If you have any questions or need assistance during this transition, feel free to contact me.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]