

[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],

This letter is to formally notify you that your tenancy at [Rental Property Address] will be terminated, and you are required to vacate the premises by [Vacate Date].

Please ensure that all personal belongings are removed, and the property is returned in good condition by the specified date.

If you have any questions or require further assistance, feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title, if applicable]