

[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

This letter serves as formal notice for you to vacate the premises located at [Rental Property Address] no later than [Date - typically 30 days from the date of this notice], as per the terms of our lease agreement.

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

If you have any questions or concerns, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title if applicable]  
[Your Signature (if sending a hard copy)]