

[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 that you are required to vacate the premises located at [Rental Property Address] by [Date].

As per the terms of our lease agreement, this notice is being provided in accordance with [insert relevant state/local laws or lease agreement terms].

Please ensure that the property is returned in good condition and all personal belongings are removed by the specified date. A final inspection will be conducted on [Inspection Date].

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

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]