

[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 of Vacate

This letter serves as formal notice for you to vacate the property located at [Property Address] no later than [Vacate Date].

According to the lease agreement signed on [Lease Start Date], you are required to provide a [notice period, e.g., 30 days] notice prior to vacating. As such, this letter fulfills that requirement.

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

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

Thank you for your cooperation.

Sincerely,

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