

[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],

RE: NOTICE TO VACATE

This letter serves as formal notice that you are required to vacate the premises located at [Rental Property Address] by [Date]. This notice is being provided in accordance with the terms of our lease agreement and applicable state laws.

Please ensure that all personal belongings are removed and the property is returned in the same condition as when you moved in, barring normal wear and tear.

Should you have any questions or require further assistance, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Signature] (if sending a hard copy)