

NOTICE TO TERMINATE TENANCY

Date: [Insert Date]

To (Tenant Name): [Insert Tenant Name]

Address of Premises: [Insert Full Address of Rental Property]

Dear [Insert Tenant Name],

This letter serves as formal notice that your tenancy at the property address listed above is hereby terminated.

You are required to vacate the premises and deliver possession of the property to the landlord within ninety (90) days from the date this notice is served. Your final day of occupancy will be [Insert Date].

This is an unconditional notice to terminate. You are expected to move out of the property, remove all personal belongings, and return all keys by the date specified above.

Failure to vacate by [Insert Date] may result in legal proceedings to recover possession of the property, which may include a claim for court costs and legal fees.

Please contact the undersigned to arrange for a move-out inspection and the return of keys.

Sincerely,

Landlord/Agent Signature

Landlord/Agent Name: [Insert Name]

Phone Number: [Insert Phone Number]

Address: [Insert Landlord/Agent Address]

Proof of Service

I certify that on [Date], I served this notice to the tenant by:

- Personal delivery to the tenant.
- Leaving a copy with a person of suitable age at the residence.
- Posting a copy in a conspicuous place and mailing via certified mail.