

Date: [Date]

To: [Tenant Name]

Address: [Property Address]

City, State, Zip: [City, State, Zip]

RE: DEMAND FOR POSSESSION OF PREMISES

Dear [Tenant Name],

This letter serves as a formal demand for you to vacate and surrender possession of the premises located at [Property Address].

Your lease agreement for the aforementioned property was officially terminated on [Termination Date] pursuant to [Reason for Termination, e.g., expiration of lease term / notice to quit dated MM/DD/YYYY].

Despite the termination of your right to occupy the property, you remain in possession of the premises. You are hereby required to vacate the property, remove all personal belongings, and return all keys to the landlord by no later than [Time] on [Date].

Failure to comply with this demand and vacate the premises by the specified date will result in the commencement of legal eviction proceedings against you. This action may include a claim for unpaid rent, holdover damages, court costs, and attorney fees as permitted by law.

Please govern yourself accordingly.

Sincerely,

[Landlord/Agent Signature]

[Landlord/Agent Printed Name]

[Phone Number]

[Email Address]

Proof of Service:

I, [Name of Server], declare that I delivered a copy of this Demand for Possession to [Tenant Name] on [Date] by the following method: [Method of Delivery, e.g., Hand delivery / Certified mail / Posting on door].