

SENT VIA CERTIFIED MAIL AND REGULAR MAIL

Date: [Insert Date]

To: [Tenant Name(s)]

Property Address: [Insert Full Property Address]

RE: FINAL DEMAND FOR POSSESSION OF PREMISES

Dear [Tenant Name(s)],

This letter serves as a formal final demand for you to vacate and surrender possession of the property located at [Insert Address] immediately.

Your lease agreement/tenancy for the above-mentioned premises expired on [Insert Expiration Date]. Despite previous notices, you have failed to vacate the property and currently remain in possession as a holdover occupant without the consent of the landlord.

NOTICE IS HEREBY GIVEN that you are required to remove all personal property and return all keys to the landlord by [Insert Time] on [Insert Date].

Failure to comply with this final demand by the date specified will result in the immediate commencement of legal proceedings for eviction/unlawful detainer. Please be advised that the landlord will seek a court judgment for:

- Restitution of the premises;
- Holdover damages and/or prorated rent for the period of unauthorized occupation;
- Legal fees and court costs as permitted by law or contract.

Please govern yourself accordingly.

Sincerely,

[Landlord/Agent Name]

[Phone Number]

[Email Address]