

NOTICE TO SURRENDER POSSESSION OF PREMISES

Date: [Insert Date]

To: [Tenant Name]

And all other occupants in possession of:

[Full Property Address]

Dear [Tenant Name],

Our records indicate that your lease agreement for the property located at [Property Address] expired or was terminated on [Date of Lease Expiration/Termination].

As of the date of this letter, you have failed to vacate the premises and are currently occupying the property as a holdover tenant without the consent of the Landlord.

DEMAND IS HEREBY MADE that you vacate the premises and deliver full possession of the property to the Landlord no later than [Insert Time, e.g., 5:00 PM] on [Insert Deadline Date].

Failure to comply with this demand will result in the commencement of legal proceedings against you to recover possession of the premises, as well as a claim for any unpaid rent, holdover damages, court costs, and attorney's fees as permitted by law and your lease agreement.

Please return all keys and property access devices to [Location/Person] upon vacating.

Governing Law: This notice is sent in accordance with the laws of the State of [Insert State].

Sincerely,

[Landlord/Agent Name]

[Address]

[Phone Number]

[Email Address]

Proof of Service:

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

Personal Delivery

Certified Mail (Receipt # _____)

Posting in a conspicuous place on the premises