

Date: [Insert Date]

To: [Recipient Name/All Occupants]

Address: [Property Address]

RE: IMMEDIATE DEMAND FOR VACANT POSSESSION

Dear [Recipient Name],

I am writing to you in my capacity as the [Landlord/Owner/Authorized Agent] of the property situated at [**Full Address of Property**].

Please be advised that your right to occupy the premises has terminated due to [Reason: e.g., Expiration of lease / Non-payment of rent / Breach of agreement / Unauthorized occupation].

DEMAND IS HEREBY MADE for you to immediately vacate the premises and deliver vacant possession of the property to me no later than [Time] on [Date].

Upon vacating, you are required to:

- Remove all personal belongings and refuse from the property.
- Ensure the property is left in a clean and undamaged condition.
- Return all keys, fobs, and access devices to [Name/Location].

Failure to comply with this demand and vacate the property by the specified deadline will result in immediate legal action. This may include the commencement of eviction proceedings, a claim for mesne profits (damages for unauthorized occupation), and a claim for all legal costs incurred.

This letter is formal notice. Please govern yourself accordingly.

Yours sincerely,

[Signature]

[Printed Name]

[Contact Phone Number]

[Email Address]