

NOTICE TO VACATE AND DEMAND FOR POSSESSION

Date: [Date]

To: [Tenant Name]

And all other occupants in possession of the premises located at:
[Full Property Address]

Dear [Tenant Name],

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

Your lease agreement dated [Lease Start Date] was officially terminated on [Termination Date] due to [Reason for Termination, e.g., expiration of lease term / non-renewal / violation of lease terms].

Despite the termination of your right to occupy the premises, you continue to remain in possession of the property. You are hereby notified that you must vacate the premises and return all keys to the landlord no later than [Time] on [Date].

Failure to surrender possession by the date and time specified above will result in the commencement of legal proceedings (eviction) to recover possession of the property, as well as a claim for damages, court costs, and attorney fees as permitted by law.

Please govern yourself accordingly.

Sincerely,

[Landlord/Agent Signature]

[Printed Name]

[Address]

[Phone Number]