

Date: [Current Date]

To: [Tenant Name(s)]

Address: [Property Address, Unit Number]

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

RE: SIXTY-DAY NOTICE TO VACATE FOR LEASE VIOLATION

Dear [Tenant Name],

This letter serves as formal notice that you are required to vacate the premises located at [Property Address] within sixty (60) days from the date of this notice. Your final day of possession shall be [Date 60 Days from Now].

This notice is being issued due to a violation of your Lease Agreement dated [Lease Start Date]. Specifically, you have violated the following provision(s):

Provision Violated: [Insert Clause Number or Section Title]

Description of Violation: [Detailed description of the non-compliance or breach of contract]

If you fail to move out and return the keys by 11:59 PM on [Date 60 Days from Now], legal proceedings will be initiated to regain possession of the property, which may result in an eviction suit and a judgment for any unpaid rent, damages, and legal fees.

Regarding your security deposit, an inspection will be conducted after you vacate. Please provide your forwarding address in writing to ensure the delivery of your deposit accounting and any eligible refund, as per state law.

Please contact [Landlord/Property Manager Name] at [Phone Number] if you have any questions regarding this notice.

Sincerely,

[Signature]

[Printed Name]

[Landlord/Property Manager Title]

Proof of Service:

I, [Server Name], declare that I served this notice on [Date] by:

- Personal delivery to the tenant.
- Leaving it with a person of suitable age and discretion at the residence.
- Posting it in a conspicuous place on the property and mailing a copy via certified mail.