

Date: [Current Date]

To: [Tenant Name(s)]

Rental Address: [Full Property Address]

RE: SIXTY (60) DAY NOTICE TO VACATE

Dear [Tenant Name],

This letter serves as formal notification that you are required to vacate the premises located at [Full Property Address] no later than 11:59 PM on [Date 60 Days from Today].

This notice is being issued due to repeated late payments of rent. According to our records and your lease agreement, rent is due on the [Due Date] of each month. Your history of late payments constitutes a violation of your lease terms.

Please ensure the following steps are taken prior to your move-out date:

- Remove all personal belongings and trash from the property.
- Clean the premises thoroughly.
- Return all keys and entry devices to the landlord.
- Provide a forwarding address for the processing of your security deposit.

A move-out inspection will be conducted on [Date/Time] or at a time mutually agreed upon. Your security deposit will be handled in accordance with state law and the terms of your lease, less any deductions for unpaid rent or damages beyond normal wear and tear.

If you fail to vacate the property by the date specified above, legal action may be initiated to regain possession of the premises.

Sincerely,

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]