

Date: [Current Date]

To: [Tenant Name]

And all other occupants in possession of the premises located at:

[Rental Property Address]

[City, State, Zip Code]

RE: SIXTY (60) DAY NOTICE TO VACATE

Dear [Tenant Name],

Please take notice that your tenancy for the premises listed above is hereby terminated. You are required to vacate and surrender possession of the property no later than sixty (60) days from the date this notice is served upon you.

Your move-out date is: **[Date 60 Days from Service]**

This notice is intended to terminate your month-to-month tenancy without cause, as permitted by law. This is not a notice of default or a demand for unpaid rent.

On or before the move-out date, you must:

- Remove all personal belongings from the premises.
- Clean the unit to the condition it was in at the start of the tenancy, normal wear and tear excepted.
- Return all keys, fobs, and garage openers to the landlord.

Regarding your security deposit: An accounting of the deposit and any applicable refunds will be provided within [Number] days of your departure, as required by state law. Please provide your forwarding address below or via email.

Forwarding Address:

Sincerely,

[Landlord or Property Manager Name]

[Phone Number]

[Email Address]

Proof of Service

I, the undersigned, being at least 18 years of age, declare that I served this notice on [Date] by:

☐ Delivering a copy to the tenant personally.

☐ Leaving a copy with a person of suitable age and discretion at the residence.

☐ Posting a copy in a conspicuous place on the property and mailing a copy via certified mail.

Signature of Server: _____