

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Full Address of the Rental Unit]

Dear [Tenant Name],

This letter serves as formal written notice that your month-to-month tenancy for the property located at [Property Address] is being terminated.

In accordance with the terms of your rental agreement and state law, you are required to vacate the premises and return the keys no later than 11:59 PM on **[Date - must be at least 60 days from the date of service]**.

Please ensure that all personal belongings are removed and the property is left in a clean and undamaged condition, normal wear and tear excepted. A move-out inspection will be scheduled for [Date/Time] unless otherwise agreed upon.

Regarding your security deposit of \$[Amount], please provide your forwarding address below so that the remaining balance and an itemized statement of deductions (if any) can be mailed to you within the timeframe required by law.

Forwarding Address:

If you have any questions, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name / Landlord Name]

[Your Signature]

[Your Mailing Address]