

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

RE: SIXTY (60) DAY NOTICE TO VACATE

Dear [Tenant Name],

This letter serves as official notice that you are required to vacate the premises located at [Property Address] within sixty (60) days from the date this notice is served.

Your tenancy will officially terminate on [Date 60 Days from Now], and you must move out of the property by [Time, e.g., 11:59 PM] on that date.

Please ensure that all personal belongings are removed and the property is cleaned in accordance with your lease agreement. Once the premises are vacated, please return all keys and provide a forwarding address for the return of your security deposit.

A move-out inspection will be scheduled for [Date/Time]. If you wish to be present during this inspection, please contact me to confirm.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]