

**Date:** [Current Date]

**To:** [Tenant Name(s)]

**Property Address:** [Full Address of Rental Unit]

**RE: NINETY (90) DAY NOTICE TO TERMINATE TENANCY**

Dear [Tenant Name],

This letter serves as formal notice that your tenancy at the address listed above is being terminated. You are required to vacate the premises and return all keys no later than **[Date 90 Days from Service]**.

This notice is issued in accordance with local and state laws governing long-term tenancies. Please ensure the following tasks are completed prior to your departure:

- Removal of all personal belongings and trash.
- Thorough cleaning of the unit.
- Return of all keys, fobs, and garage openers.
- Provision of your forwarding address for the processing of the security disposal/return.

An inspection of the premises will be conducted following your move-out to determine the status of your security deposit. You will receive an itemized statement and any remaining funds within the timeframe required by law.

Please contact me at [Your Phone Number] or [Your Email] to schedule a final walkthrough or if you have any questions regarding this notice.

Sincerely,

[Your Name/Landlord Name]

[Your Signature]

[Your Mailing Address]