

Date: [Insert Date]
From: [Landlord/Property Manager Name]
To: [Tenant Name(s)]
Property Address: [Insert Full Property Address]

NOTICE TO QUIT / NOTICE OF TERMINATION OF TENANCY

Dear [Tenant Name],

This letter serves as formal notice that your tenancy for the property located at [Property Address] is being terminated due to chronic default in the payment of rent.

As of [Date], your account shows an outstanding balance of [Total Amount Owed]. Our records indicate that rent has been paid late or has remained unpaid for the following periods:

- [Date/Month]: [Amount]
- [Date/Month]: [Amount]
- [Date/Month]: [Amount]

Due to this persistent breach of the lease agreement, you are required to vacate the premises and return all keys to the landlord no later than [Move-Out Date/Time].

Security Deposit: Your security deposit will be processed in accordance with local laws and your lease agreement. Any unpaid rent or damages beyond normal wear and tear will be deducted from the balance.

Move-Out Inspection: A final inspection is scheduled for [Date] at [Time]. Please ensure the property is clean and all personal belongings are removed by this time.

Please acknowledge receipt of this notice immediately. Failure to vacate the property by the date specified may result in legal action, including eviction proceedings and a claim for any outstanding debt and legal costs.

Sincerely,

[Landlord/Manager Signature]
[Printed Name]
[Phone Number]
[Email Address]