

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

RE: Notice of Lease Termination / Notice to Vacate

Dear [Tenant's Name],

This letter serves as formal notice that your lease agreement for the property located at [Property Address] is being terminated. This action is being taken due to a violation of the lease terms regarding prohibited pets.

According to Section [Section Number] of your signed Lease Agreement, pets are strictly prohibited on the premises. It has been confirmed that a pet is currently residing in the unit without written authorization.

Because this constitutes a material breach of the lease agreement, you are required to vacate the premises and return the keys no later than [Move-Out Date].

Please ensure the following before your departure:

- All personal belongings are removed.
- The unit is cleaned and returned to its original condition.
- All keys and access fobs are returned to [Location/Person].

An inspection of the property will be conducted on [Inspection Date/Time]. Any damages beyond normal wear and tear will be deducted from your security deposit as permitted by law.

If you fail to vacate by the date specified above, legal action will be initiated to regain possession of the property.

Sincerely,

[Your Signature]
[Your Printed Name]