

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Notice to Terminate Month-to-Month Tenancy

Dear [Recipient's Name],

Please accept this letter as formal notification that I am terminating our month-to-month lease agreement for the property located at:

[Property Address, Unit Number, City, State, Zip Code]

In accordance with the terms of our rental agreement and local laws, I am providing [Number of Days] days' notice. My final day of tenancy will be [Last Day of Tenancy Date].

I will ensure that the premises are vacated and cleaned by the end of that date. Regarding the security deposit of \$[Amount], please send the remaining balance and any itemized list of deductions to the following forwarding address:

[Your Forwarding Address]
[City, State, Zip Code]

Please let me know if we need to schedule a final walk-through inspection or if there are specific instructions for returning the keys.

Sincerely,

[Your Signature]

[Your Printed Name]