



DATE

NAME(S)
ADDRESS
ADDRESS

Please consider this letter as the required written notice that your lease is being terminated at the end of its term on **TERMINATION DATE**. Be advised that you must vacate the unit and deliver possession no later than that date. Should you fail to vacate you will be considered a hold over tenant with no right to possession whatsoever.

Additionally, you are responsible for the payment of rent until said date or the month in which you vacate the premises. Should you fail to vacate the premises you will be considered a hold over tenant with no right to possession whatsoever.

In addition, you are responsible for the payment of any expenses incurred in connection with any and all physical damage to the unit, which you may have caused during the period of your tenancy.

If you should have any questions, please contact **NAME OF CONTACT PERSON**.

Very truly yours,

NAME