

{Your Name or Landlord's Name}
{Your Address or Landlord's Address}
{City, State ZIP Code}
{Email Address}
{Phone Number}

{Date}

{Tenant's Name}
{Tenant's Address}
{City, State ZIP Code}

Subject: Notice of Tenancy Termination

Dear {Tenant's Name},

This letter serves as formal notice of termination of your tenancy at {Rental Property Address}. In accordance with the terms of your lease agreement and applicable state and local laws, your tenancy will officially end on {Termination Date}, which provides at least {Number of Days} days' notice as required.

Please ensure that you vacate the premises by the above date, remove all personal belongings, and return all keys. The property will be inspected upon your departure to determine the condition of the premises. Your security deposit will be returned in accordance with the lease terms, less any deductions for damages beyond normal wear and tear, if applicable.

Should you have any questions, or if you require additional information regarding your move-out responsibilities, please contact me at your earliest convenience.

Thank you for your cooperation.

Sincerely,

{Your Name or Landlord's Name}