

[Date]

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

Subject: Notice to Vacate Premises

Dear [Tenant's Name],

This letter serves as formal notice that you are required to vacate the premises located at [Rental Property Address]. In accordance with the terms of your lease agreement and applicable laws, you are hereby given [Number of Days, e.g., 30] days notice to move out and surrender possession of the property no later than [Move-Out Date].

Please ensure that all personal belongings are removed and that the property is returned in the condition specified in your lease agreement, allowing for normal wear and tear. Kindly schedule a time for the final inspection and return of the keys on or before your move-out date.

If you have any questions regarding this notice or require assistance, please contact me at [Landlord's Phone Number] or [Landlord's Email Address].

Thank you for your cooperation.

Sincerely,

[Landlord's Name]
[Landlord's Address]
[City, State, ZIP Code]