|  |  |
| --- | --- |
| [Tenant Name]  [Tenant Address]  [Tenant Email]  [Tenant Telephone] |  |
|  | [LandlordName]  [LandlordAddress] |

[Date]

Dear [Landlord’s / Agent’s name],

|  |
| --- |
| Re: Notice to vacate premises at  [Property Address] |

I give you notice that I intend to quit and to deliver possession of the premises at [Property Address] on [insert date].

My new address will be [new tenant address].

I would be obliged if you would acknowledge this letter and confirm any specific requirements regarding my vacation.

Yours faithfully,

[Tenant Name]   
[Tenant Signature]