

NOTICE TO VACATE LETTER FROM LANDLORD TO TENANT

Landlord's Name/Company/Title
Your Address
City, State, Zip Code
Phone Number
Email Address

URGENT
NOTICE TO VACATE

Canva

Landlord's Full Name
Company Address
City, State, Zip Code

Tenant's Full Name
Company Address
City, State, Zip Code

DEAR (TENANT'S NAME),

I hope this letter finds you well. I am writing to inform you of our decision to request that you vacate the rental property located at _____.

Effective immediately, we are providing you with _____ day's notice to vacate the premises. Your intended move-out date should be no later than tenant move-out date, typically the end of the rental period.

This decision has been made due to several reasons for the notice to vacate, e.g., non-payment of rent, lease violation, property sale, etc. It is understood that this may cause inconvenience, and we regret any disruption to your living arrangements. During the notice period, we kindly ask that you continue to fulfill your obligations as outlined in the rental agreement, including maintaining the property in good condition and paying any outstanding rent or fees.

Please note that your security deposit will be returned to you in accordance with the terms of the lease agreement, pending the satisfactory completion of the final inspection.

We also request your cooperation in allowing us to conduct a final inspection of the property prior to your departure. This inspection will provide an opportunity to address any necessary repairs or maintenance issues and ensure that the property is returned in an acceptable condition.

If you require any assistance or have questions regarding the notice to vacate or the move-out process, please do not hesitate to contact us. We are here to assist you and address any inquiries you may have.

Thank you for your attention to this matter. We appreciate your cooperation and understanding during this transition period. Should you have any further questions or concerns, please feel free to reach out to us.

Sincerely,
Your Name
Landlord/Manager
Cell: (xxx) xxx-xxxx

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INSTANT PRINTABLE DOWNLOAD - US LETTER & A4 SIZE