

Tenant Termination Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Tenant's Name]

[Tenant's Address]

[City, State, ZIP Code]

Subject: Notice of Termination of Tenancy

Dear [Tenant's Name],

I am writing this letter to formally notify you of the termination of your tenancy at the property located at [Tenant's Address]. This decision has been made in accordance with the terms and conditions outlined in your lease agreement dated [Lease Start Date], which is set to expire on [Lease End Date]. The termination of your tenancy will be effective on [Termination Date], which is [30/60/90] days from the date of this letter, as required by law and the terms of your lease.

The reason for this termination is [briefly explain the reason for termination, such as non-payment of rent, violation of lease terms, end of lease term, etc.]. Please note that [mention any additional instructions or information the tenant needs to be aware of, such as move-out procedures, inspection process, returning keys, cleaning requirements, etc.].

It is important that you comply with the move-out procedures and vacate the premises by [Termination Date]. Failure to do so may result in legal action to regain possession of the property and recover any unpaid rent or damages.

We recommend that you thoroughly review your lease agreement and familiarize yourself with the terms and conditions to ensure a smooth transition. If you have any questions or concerns regarding

the termination process or move-out requirements, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation during this process. We appreciate your tenancy and wish you the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title, if applicable]

[Property Management Company Name, if applicable]

[Property Management Company Address, if applicable]

[City, State, ZIP Code]

[Email Address]

[Phone Number]