

Standard Tenant Termination Letter

Dear [Tenant Name],

This letter serves as formal notice that your tenancy at [Property Address] will be terminated effective [Termination Date]. Please ensure that the property is vacated and all personal belongings are removed by this date.

Kindly return all keys and provide a forwarding address for the return of your security deposit.

Should you have any questions, please contact me at [Phone Number/Email].

Sincerely,

[Landlord Name]

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