[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: 5-DAY NOTICE TO VACATE**

Dear [CONTACT NAME],

**TAKE NOTICE** that you are hereby required to vacate and release the possession of the premises now held and occupied by you, to the undersigned. This being the premises known as:

[DESCRIBE] located at [ADDRESS]

at the end of the 5 days commencing on [DATE] and ending on [DATE].

This Notice to vacate specifically terminates any oral/written agreement you may have with respect to the said premises at the ending date specified above.

THIS IS INTENDED as a 5-day notice to vacate, for the purpose of terminating your tenancy aforesaid.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

CERTIFIED MAIL, Return Receipt Requested