[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTICE OF TERMINATION OF LEASE**

Dear [CONTACT NAME],

This communication is to notify you to vacate and deliver up possession of [ADDRESS], which you occupy at the present time as our tenant, by [DATE]. This notice is given according to paragraph [PARAGRAPH NUMBER OF LEASE AGREEMENT WHICH PROVIDES FOR TERMINATION ON 7 DAYS NOTICE] of your lease agreement.

**NOTICE IS FURTHER GIVEN** that if you fail to vacate the above-described premises on or before the date specified in the paragraph above, the lessor will institute Unlawful Detainer procedures against you to recover possession of the premises, treble damages, attorney fees and costs.

We remind you of your obligation to leave the premises in a reasonable condition at the end of your tenancy.

Thank you for your cooperation.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

CERTIFIED MAIL, Return Receipt Requested