[DATE]

Contact Name

Address

Address2

Post Code/Zip Code

**RE: NOTICE OF TERMINATION OF LEASE**

Dear [NAME],

Please accept this letter as notification of termination of Lease. You are required to vacate the premises at [ADDRESS], which you currently occupy, by [DATE]. This notification is given pursuant to paragraph [PARAGRAPH NUMBER OF TENANCY AGREEMENT WHICH PROVIDES FOR DISSOLUTION ON 7 DAYS NOTICE] of your lease agreement.

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

Thank you for your cooperation.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

CERTIFIED MAIL, Return Receipt Requested