

[Print on Letterhead - Insert Address]

<<Tenant's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>,

Property: <<address of premises>>  
Lease dated <<date of lease>> bet  
Notice of termination of Lease

<<original landlord>> and (2) <<original tenant>>

This letter is to give you notice under clause <<number of break clause in lease>> of the Lease that the Lease will terminate on <<termination date>>.

<<number of break clause in lease>> and <<termination date>>.

Please ensure that you vacate the premises on <<date as above>>, and that you comply with the yielding up covenants in the Lease.

<<date as above>>, and that you

[According to my records, rent of <<rent>> is due <<date>> and should be paid immediately.]

Please arrange for this to be paid

I should be grateful if you would complete the enclosed form and return it to me [in the enclosed envelope].

by signing the duplicate of this letter

Yours sincerely,

[On behalf of] <<Insert landlord's name>>

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I acknowledge receipt of the letter dated <<date>>.

Signed: .....

Print name: .....

[On behalf of] <<Insert tenant's name>>

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