

[Print on Letterhead - Insert Address]

<<Name(s) of Tenant(s)>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>,

Property: <<address of premises>>
Tenancy Agreement dated <<date>>
Notice of Termination of Tenancy

This letter is to give you notice under clause <<insert clause number of break clause in tenancy agreement>> of the Tenancy Agreement dated <<insert termination date>>.

Please ensure that you vacate the property by <<date as above>>.

I enclose a separate letter addressed to you detailing the steps I expect you to take before you vacate the property.

[According to my records, rent of <<insert amount>> is due <<insert date>>. Please arrange for this to be paid immediately.]

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

Yours sincerely,

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

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

Signed:

Print name:

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

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