

[Print on Letterhead - Insert Address]

<<Name(s) of all Tenant(s)>>  
<<Address of property occupied by Tenant(s)>>  
<<Address>>  
<<Postcode>>

<<Date>>

Dear <<Name(s) as above>>

**Your tenancy of <<Property address>> is hereby terminated**

As you know, an Order for Possession of the Property was made by <<County Court>> on <<date>>. Under the terms of the Order, you are required to vacate the Property by <<date>>.

I/the Landlord should be grateful if you could vacate the Property in advance of this date. I would remind you that the Property is to be taken before you leave the Property, as mentioned in my letter of <<date>> Notice letter>>.

If the Property is not vacated by the <<date>>, the Landlord will have no choice but to issue enforcement proceedings and place the Property in the hands of the Court bailiffs. I hope it will not prove necessary to take such action.

Yours sincerely,

<<Name>>  
<<Title>>