

Date: [Insert Date]
To: [Tenant's Name]
[Tenant's Address]
[City, State, ZIP Code]

Subject: Formal Notice of Termination of Rental Agreement

Dear [Tenant's Name],

This letter constitutes formal written notice that your tenancy at [Rental Property Address] will be terminated in accordance with the terms of the rental agreement and applicable local and state laws. Your tenancy will end effective **[Termination Date]**, which is at least days from the date of this notice, as required by law.

Reason for Termination: [State the reason for termination, if required by law or the lease agreement. Example: Non-payment of rent, violation of lease terms, end of lease period, landlord reclaiming property, etc. If not required, you can state "Not applicable."]

Please ensure that you vacate the premises by the termination date mentioned above. Additionally, kindly remove all personal belongings, return all keys, and leave the property in a clean and undamaged condition, as outlined in your lease agreement.

On or after your departure date, a final inspection of the property will be conducted to assess its condition and determine the return of your security deposit, subject to deductions for any damages or unpaid balances as specified in the rental agreement.

For your reference, the applicable sections of the rental agreement relating to termination and move-out procedures are: [cite sections].

If you have any questions or wish to discuss this matter, please contact me at [Landlord's Phone Number] or [Landlord's Email Address].

Thank you for your attention to this notice and for your cooperation in this matter.

Sincerely,
[Landlord's Name]
[Landlord's Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]