

Date

From,

Name

Address line 1,

Address line 2,

City, State – Postal code

To,

Name

Address line 1,

Address line 2,

City, State – Postal code

Subject: Notice to vacate the premises

Dear Sir,

I am your tenant of your property at **Address line 1, Address line 2, City, State – Postal code.**

I have made arrangements to shift the premises occupied by me at **Address line 1, Address line 2, City, State – Postal code.** Therefore, please take this notice that I shall quit your premises on **Date,** as per our agreement dated **Date.**

Kindly note to take the vacant possession on that date.

Thanking You

Yours truly,

Date:

Place: