

# Tenancy Termination Agreement

Date: [Insert Date]

From:

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

To:

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

## **Subject: Termination of Tenancy Agreement Due to Non-Payment**

Dear [Tenant's Name],

This letter serves as formal notice that your tenancy at [Property Address] will be terminated effective [Termination Date], due to non-payment of rent. According to our records, the following payments have not been received:

- [Month/Year]: \$[Amount]
- [Month/Year]: \$[Amount]
- [Month/Year]: \$[Amount]

As per the tenancy agreement and state law, you are required to vacate the premises by the aforementioned termination date. Please ensure that you remove all personal belongings and return the keys to the property by that date.

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

Thank you for your attention to this matter.

Sincerely,

[Landlord's Name]

[Landlord's Signature]