

Possession Surrender Notice

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal notice regarding the surrender of possession of the property located at [Property Address]. As per our agreement, you are hereby notified to vacate the premises by [Effective Date].

We request that you leave the property in good condition and return all keys and access devices. Please confirm your acceptance of this notice by signing and returning the attached copy.

Should you have any questions or require assistance during the moving process, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Contact Information]