

Possession Surrender Notice

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

This letter serves as a formal notice regarding the possession surrender of the rental property located at [Property Address]. As per our previous discussions and agreed terms, we acknowledge your intention to vacate the premises by [Vacate Date].

Please ensure that the property is returned in clean and undamaged condition, and all personal belongings are removed by the agreed date. A final inspection will be conducted on [Inspection Date].

Should you have any questions or require further assistance, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Address]

[City, State, Zip Code]