

Tenancy Agreement Termination Notice

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

We are writing to formally notify you of the termination of your tenancy agreement for the property located at [Property Address], effective [Termination Date]. This decision has been made in accordance with the terms outlined in our fixed-term lease agreement dated [Lease Start Date].

Please ensure that you vacate the premises by the termination date mentioned above. We kindly ask that you remove all personal belongings and return the keys to our office by that date. Any outstanding rent or charges must also be settled before your departure.

Thank you for your attention to this matter. If you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Agency Name]

[Your Contact Information]