

Tenancy Closure Notification

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 closure of your tenancy at [Property Address], effective [Closure Date].

Please ensure that you vacate the property by the aforementioned date. We kindly ask that all personal belongings are removed, and the premises are returned in good condition.

If you have any questions regarding this notification or the move-out process, please don't hesitate to reach out to us at [Contact Information].

Thank you for being a valued tenant.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]