TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Termination Letter

Dear **[tenant]**,

You are hereby notified to vacate the property on or before **[final day]**.

Failure to do so within **[number of days]** days or refusal to pay rent will result in legal proceedings to evict you from the property.

You have the responsibility of paying all present and future rent due under the current lease.

I appreciate your assistance.

Sincerely,

**[Signature]**

**[Printed name]**