

[tenantfirst] [tenantmiddle] [tenantlast]
[tenantstreet], [tenantaptnumber]
[tenantcity], [tenantstate] [tenantzip]

DATE

[landlordfirst] [landlordmiddle] [landlordlast]
[landlordaddress], [landlordaptnumber]
[landlordcity], [landlordstate] [landlordzip]

Dear Ms. [landlordlast]:

You are hereby given notice that the undersigned is terminating the month to month tenancy of the premises located at [propaddress], [propaptnum], [propcity], [propstate] [propzip], under the lease dated [executiondate], between [landlordfirst] [landlordmiddle] [landlordlast] as landlord and the undersigned as tenant. This termination is to be effective on [leavingdate].

The undersigned will vacate and surrender possession of the premises on or before the above date, free of all occupants and personal possessions. Upon termination, kindly return the security deposit in the amount of \$[securitydepositamount] currently in your possession.

Sincerely,

[tenantfirst] [tenantmiddle] [tenantlast]