

[ firstname ][ middlename ] [ lastname ]  
[ streetaddress ] [ aptnumber ]  
[ city ], [ state ] [ Zip ]

[ month ] [ day ], [ year ]

[ tenantfirst ] [ tenantmiddle ] [ tenantlast ]  
[ propaddress ] [ propaptnum ]  
[ propcity ], [ propstate ] [ propzip ]

Dear Ms. [ tenantlast ]:

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 [ signmonth ] [ signday ], [ signyear ] between the undersigned as landlord and [ tenantfirst ] [ tenantmiddle ] [ tenantlast ] as tenant. This termination is to be effective on [ monthterminate ] [ dayterminate ], [ yearterminate ].

You are hereby notified that on or before the above date you shall vacate and surrender possession of the premises, and on or before the above date the premises shall be free of all occupants and personal possessions. Upon termination on the above date, the premises shall be cleaned and inspected, and any unused portion of your security deposit of \$[ depositamount ] shall be returned to you in accordance with [ propstate ] law.

Sincerely,

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[ firstname ][ middlename ] [ lastname ]