Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Tenant,

This letter informs you that your current lease at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will expire on \_\_\_\_\_\_\_\_\_\_\_. Per the terms of the attached lease agreement, your last payment is due on \_\_\_\_\_\_\_\_\_\_. At this time, your lease will not be renewed.

As a result, you are required to be entirely removed from the premises by midnight on \_\_\_\_\_\_\_\_\_\_. You continue to be responsible for fully complying with all terms and conditions of your current lease, including payment of your monthly rent in full through the end of your current lease. Your security deposit may not be used as a rent payment.

The detailed move-out instructions are attached. Please review them carefully and ensure your compliance with all requirements prior to moving out of the premises. Please sign and date the acknowledgement below and provide it to the undersigned. A response is needed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord Phone No.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord Email

**TENANT ACKNOWLEDGEMENT**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am a tenant at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I acknowledge that my lease expires on \_\_\_\_\_\_\_\_\_\_\_\_ and will not be renewed. I have read the attached move-out instructions and will complete all required tasks by \_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Signature Date