**Notice letter to tenant template**

(Recipient’s address)

(Your address and contact details)

(Date in full)

(Objective of letter – no more than 1 sentence)

(Dear Mr./Mrs./Ms./Miss insert full name),

I am writing to inform you that I require you to vacate the flat (Insert address) by (Insert date) because of the following reason (Insert reason) I have given you (Insert number of weeks/months) notice and I am sure this is an adequate amount of time to find an alternative accommodation.

The last rent payment is due on (insert date) and I will be in touch nearer the time with regards to your deposit of (insert amount)

Thank you for your cooperation.

Yours sincerely,

(Insert full name)