

**Date**

From,

**Name**

**Address line 1,**

**Address line 2,**

**City, State – Postal code**

To,

**Name**

**Address line 1,**

**Address line 2,**

**City, State – Postal code**

Subject: Notice to vacate the premises

Dear Sir,

I am your tenant of your property at **Address line 1, Address line 2, City, State – Postal code.**

I have made arrangements to shift the premises occupied by me at **Address line 1, Address line 2, City, State – Postal code.** Therefore, please take this notice that I shall quit your premises on **Date**, as per our agreement dated **Date**.

Kindly note to take the vacant possession on that date.

Thanking You

Yours truly,

**Date:**

**Place:**