

Date:

From: [Landlord name]

To: [Tenant Name]

This letter hereby notifies you to vacate the residential premise situated at [Full Address] within 30 (Thirty) days. Please comply with this letter to stay away from legal action.

In case you have any further clarifications or queries, please get in touch with me through my mobile number [mobile number] or my email address [email address].

Thank you,

Respectfully

[Landlord Name]