[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTICE TO TERMINATE TENANCY-AT-WILL**

Dear [CONTACT NAME],

Take notice that pursuant to the provisions of paragraph [NUMBER] of that certain Lease under which you hold tenancy of the premises described below, I have chosen to terminate said lease as of [DATE]. This action is being implemented because [SET FORTH REASON FOR TERMINATION] and so you are hereby required to vacate and deliver up possession of the premises on or before the above-mentioned date.

The Lease mentioned above, dated [DATE], is between [NAME], as the Lessor, and [CONTACT NAME] as the Lessee, and covers the property commonly known as:

[DESCRIBE]

Your cooperation would be much appreciated.

Please do not hesitate to contact me should you have any questions  
  
  
Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]