

(Landlord's Letter to Tenant)
INSUFFICIENT NOTICE OF TENANT'S INTENT TO VACATE

TO: _____

FROM: _____

We acknowledge—with regret—your letter dated _____ advising us of
your intent to vacate the rental property located at _____
on or before _____.

Your lease agreement requires _____-day written notice.

Under the circumstances, we will hold you responsible for the payment of rent through
_____, or until such time in the interim when another acceptable tenant
leases the property.

If you have any questions, please contact me at _____.

Sincerely,

Landlord

Date