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### **Sample Letter for Terminating Tenancy**

Can only be used by residents of buildings covered by the Chicago Residential Landlord Tenant Ordinance (RLTO), and only when landlords or managers fail to provide residents with a copy of the Summary of the Chicago Residential Landlord and Tenant Ordinance

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\_\_\_\_\_(Date)

\_\_\_\_\_(Landlord Name)  
\_\_\_\_\_(Address)  
\_\_\_\_\_

Dear Landlord or Manager:

As you know, I am your tenant in the residential apartment building, the address of which is listed below. This building is covered by the Chicago Residential Landlord Tenant Ordinance (RLTO).

You did not provide me with a Summary of the RLTO as required by the Chicago Ordinance. As a result, I hereby am exercising my right to terminate my lease in accordance with this law, effective \_\_\_\_\_. Please note that I am entitled to the refund of my security deposit.

Thank you.

Sincerely,

\_\_\_\_\_(Your Name)  
\_\_\_\_\_(Address)  
\_\_\_\_\_

Remember to make copies and send by certified mail.