

To: [Landlord/Agent Name]
[Landlord/Agent Address]

Date: [Current Date]

Re: Notice to Quit - End of Fixed-Term Tenancy

Property Address: [Your Full Rental Address]

Dear [Landlord/Agent Name],

I am writing to formally notify you that I will be vacating the property located at the address above on [Date of Lease Expiry], which is the final day of my fixed-term tenancy agreement.

I will ensure that the property is cleaned and that all personal belongings are removed by this date. I will also return all sets of keys to you via [Method of Key Return, e.g., hand delivery/secure post] on that day.

Please let me know a convenient time for a final checkout inspection to take place. Regarding my security deposit of [Deposit Amount], please arrange for it to be returned to me via [Bank Transfer/Check] at the following forwarding address:

[Your New Forwarding Address]
[Your Phone Number]
[Your Email Address]

Thank you for your cooperation during my tenancy.

Yours sincerely,

[Your Name]
[Your Signature - if sending by post]