

**Date:** [Current Date]

**To:** [Tenant Name]

**Address:** [Property Address, Unit Number]

**City, State, Zip:** [City, State, Zip Code]

**RE: NOTICE TO TERMINATE MONTH-TO-MONTH TENANCY**

Dear [Tenant Name],

Please be advised that I am electing not to renew your month-to-month tenancy for the property located at [Property Address].

This letter serves as formal notice that your lease agreement will terminate on [Date of Termination/Last Day of Month]. You are required to vacate the premises and return all keys by [Time] on that date.

Before moving out, please ensure that:

- All personal belongings are removed from the property.
- The unit is cleaned and in the same condition as when you moved in, excluding normal wear and tear.
- All utility accounts are settled or transferred out of your name.

Regarding your security deposit, it will be handled in accordance with state law. Please provide your new forwarding address below for the delivery of the deposit and/or a statement of deductions.

**Forwarding Address:**

\_\_\_\_\_  
\_\_\_\_\_

If you have any questions regarding this notice, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

[Landlord/Manager Address]