

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: NOTICE OF PENDING CANCELLATION DUE TO VACANCY

Dear [Tenant Name],

This letter serves as formal notice regarding the premises located at [Property Address].

During a recent inspection on [Date], it was observed that the property appears to be vacant and abandoned. Our records indicate that utilities may have been disconnected and the premises have not been occupied for a period of [Number] days.

According to the terms of your lease agreement, specifically Section [Section Number], the premises must remain occupied. Failure to occupy the property constitutes a breach of your agreement.

Required Action:

Please contact our office by [Deadline Date] to confirm your residency status. If we do not hear from you or receive proof of occupancy by this date, we will proceed with the following:

- Cancellation of your lease agreement.
- Immediate repossession of the property.
- Removal and disposal of any remaining personal property.

If you have already vacated the property, please return all keys to [Location] immediately to finalize the move-out process.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]

[Email Address]