

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: NOTICE OF CANCELLATION DUE TO EXPIRATION OF VACANCY GRACE PERIOD

Dear [Tenant Name],

This letter serves as formal notification that the agreed-upon vacancy grace period for the property located at [Property Address] expired on [Expiration Date].

As per the terms of your [Lease/Insurance/Service] agreement dated [Agreement Date], the grace period allowed for the unit to remain unoccupied was set to last for a duration of [Number of Days] days. Our records indicate that the property remains vacant and the grace period has now concluded without the unit being re-occupied or the terms of the agreement being met.

Consequently, please be advised that [Action being taken, e.g., your insurance coverage / your lease agreement / your utility subsidy] is hereby cancelled effective [Cancellation Date].

If you believe this information is in error, or if the property has been occupied within the grace period, please provide written documentation or proof of residency to our office no later than [Deadline Date].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]