

FINAL NOTICE TO VACATE

Date: [Date]

To: [Tenant Name/Business Name]

Address: [Property Address]

Suite/Unit: [Unit Number]

RE: FINAL NOTICE TO SURRENDER POSSESSION OF PREMISES

Dear [Tenant Name],

This letter serves as formal final notice that your lease agreement dated [Lease Start Date] for the premises located at [Property Address] is hereby terminated effective immediately.

This action is being taken due to your failure to cure the following default(s):

- [Description of Breach, e.g., Non-payment of rent in the amount of \$XXX]
- [Description of Breach, e.g., Failure to maintain insurance]

Despite previous notices dated [Date of Previous Notices], the aforementioned defaults have not been remedied. Consequently, you are required to vacate the premises, remove all personal property, and return all keys no later than [Time] on [Date].

Failure to surrender the premises by the specified date will result in immediate legal action to recover possession of the property, including the filing of an unlawful detainer lawsuit. You will be held liable for all outstanding rent, late fees, legal expenses, and any damages incurred as permitted by the lease and local law.

Please contact [Contact Name] at [Phone Number] immediately to coordinate the move-out inspection and key handover.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]