Notice to leave a rented home

Sender

Full name

Full address

Telephone

E-mail address

Recipient

Name of recipient or department

Recipient's address

Place

Date

Subject: notice to quit the property described below

Dear Sir or Madam,

I am writing to inform you of my decision to leave the property described below and to give you notice, with the departure date shown.

Property concerned

Full address of the property

Start date of the lease

☐ Unfurnished property ☐ Furnished property

Date on which I will leave the property

Availability for the move-out inspection

Reduced notice

☐ I ask for the reduced notice period provided by law

Reason for reduced notice

Supporting document enclosed

I remain at your disposal to agree the date of the move-out inspection and the return of the keys. Please acknowledge receipt of this notice.

Yours faithfully,

Enclosures

Signature

Name in full

How it is sent

☐ Registered letter with proof of delivery (or equivalent)

☐ Delivered by hand against a signed receipt

☐ Other method