[Date]

[Tenant’s name]

[Tenant’s address]

[Tenant’s address]

[Town/City] [Post Code]

Email: [insert Tenant’s email]

Dear [insert Tenant name/s]

**Re: Tenancy at [insert property address]**

We are writing to advise under the Residential Tenancies Act 1986 that this letter provides notice to terminate the periodic tenancy entered into on date [ ] at the above address.

The last day of the tenancy will be [enter date]\*.

[Optional: We appreciate that this letter may not be one that you were expecting to receive. We may be able to assist you to find an alternative property to meet your renting needs. We can also assist with a reference for your new rental search.]

Please contact me if you have any questions.

Yours sincerely

Property Manager’s Name

**Title**

**\* Delivery of notice:**

By (tick):

|  |  |
| --- | --- |
|  | If this notice is sent by post – we have allowed 3 extra working days for the postal service. |
|  | If this notice has been placed into your letterbox, we have allowed 1 extra working day. |
|  | If this notice has been sent to you by email, we have allowed 1 extra working day. |