[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, this letter provides notice that the fixed term tenancy at the above address will expire on [insert date] and **not** be cotinued past this date.

The Residential Tenancies Act 1986 requires the issue of this notice to be provided not more than 90 days and not less than 21 days before the date on which the tenancy expires.

[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 feel free to 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. |