

Notice of Surrender of Occupancy

Date:

To:

Address:

Dear ,

I hereby give notice of my intention to surrender and vacate the premises located at:

The surrender of occupancy will take effect on: .

Please arrange for a final inspection of the property and return of keys on or before the above date.

Forwarding address for future correspondence:

Yours sincerely,

Signature:

Name:

Contact Number: