**Notice to Quit Template**

[Community Name]  
[Street Address]  
[City, State, Zip]  
[Phone number and email address]

[Date]

[Tenant Name(s)]  
[Tenant Street Address]  
[Tenant Apartment Number]  
[City, State, Zip]

Dear [Tenant First Name(s)] [Tenant Last Name(s)],

This Notice is to inform you have violated [*lease term violated*] of your rental agreement for [*Property Address, Unit Number*], signed on [*lease date*]. Your [*lease date*] rental agreement clearly states in [*state section of lease containing the violated policy and exactly what was violated]* that such behavior is not permitted.

As of [*date*], you have [X] days to [*reverse and/or remedy*] such infraction or surrender possession of the premises to the landlord. If you choose to surrender, you must vacate the property by [*date*].

Should you not comply with this Notice, [A*partment Community and/or Landlord*] has no choice but to commence the eviction process to recover possession of the premises at [*Property Address, Unit Number*].

Sincerely,

[Your (Landlord/Property Manager) Name]