To: <Insert name of party to the lease>

Premises: <Insert description of the premises with reasonable certainty, for example, the address of the premises>

*[Use if lessor or otherwise delete]* I give you notice that I am terminating your lease of the Premises on the <insert date>.

*[Use if lessee or otherwise delete]* I give you notice that I am terminating my lease of the Premises on the <insert date>.

Dated: <Insert date>

Signed:

Name: