**Date:**

**Tenant name:**

**Tenant address:**

**Landlord name:**

**Leased premises:**

NOTICE OF TERMINATION OF LEASE

Dear Tenant:

Please be advised that the undersigned hereby elects to terminate your tenancy of the above described premises effective at 12:01 am on  (“Termination Date”).

PLEASE BE FURTHER ADVISED THAT YOU MUST VACATE THE PREMISES ON OR BEFORE THE TERMINATION DATE AND THAT YOUR FAILURE TO DO SO SHALL RESULT IN THE UNDERSIGNED INSTITUTING SUMMARY PROCEEDINGS PURSUANT TO THE NEW YORK STATE REAL PROPERTY LAW TO REGAIN POSSESSION OF THE PREMISES.

Please make sure you have removed all your personal property by the Termination Date. Further, please be sure that the premises are surrendered clean and in the same condition as when your occupancy commenced, reasonable wear and tear expected. Please be further advised that you remain responsible for the payment of rent through the Termination Date.

Thank you in advance for your cooperation in vacating and surrendering the premises as outlined in this notice letter.

Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**, Landlord**