

SAMPLE TEMPLATE — STATE VARIATION MAY APPLY

Notice to Tenant for Termination of Tenancy

Date: [DD MONTH YYYY]

BY REGISTERED POST AND ALSO BY E-MAIL / SPEED POST

To,

[TENANT FULL NAME]

[FULL ADDRESS OF THE TENANTED PREMISES]

Subject: Notice for termination of tenancy and vacation of the premises

Dear Sir / Madam,

1. I, [LANDLORD NAME], am the owner / lawful landlord of the premises situated at [FULL ADDRESS OF PROPERTY] (“the said premises”).
2. You have been a tenant of the said premises since [DATE] under [WRITTEN AGREEMENT / ORAL UNDERSTANDING] at a monthly rent of Rs. [AMOUNT] payable in advance.
3. [STATE GROUND FOR TERMINATION — non-payment of rent for [N] months from [MONTHS]; sub-letting without permission; using premises for purposes other than agreed; expiry of agreed tenancy period; landlord’s bona fide need; structural changes without consent.]
4. By this notice, the tenancy is hereby terminated with effect from the expiry of one month from the date of receipt of this notice (or such other notice period as may be applicable under [APPLICABLE STATE RENT CONTROL ACT, IF ANY]).
5. You are called upon to vacate the said premises and hand over peaceful, vacant possession to me on or before [DATE], along with all keys and the original rent receipts.
6. You are also called upon to clear all outstanding rent of Rs. [AMOUNT IF ANY] as well as electricity, water and other utility bills up to the date of vacating.
7. Failing compliance, the undersigned will be constrained to initiate appropriate legal proceedings against you including a suit for possession and recovery of arrears before the [APPLICABLE COURT — Civil Court / Rent Controller], entirely at your risk as to costs and consequences.

Yours sincerely,

[LANDLORD SIGNATURE]

[LANDLORD NAME]

[LANDLORD ADDRESS]

Mobile: [PHONE]

E-mail: [EMAIL]

This template is general guidance for an ordinary reader and does not replace specific legal advice. Procedural rules, formats, court fees and timelines vary by State and by court. Verify the current rules for your jurisdiction or consult a lawyer before filing. — legalrepublic.in/everyday-law/