

«today»

«head_of_household»

«address_line1»

«address_line2»

«address_line3»

«city», «state» «zip»

Dear «head_of_household»

We have been informed that you have given a 30 day notice that you will be moving out.

Therefore, I have terminated the automatic deduction of rent, effective immediately. Your rent has been paid through the end of _____. Any rent due for _____ will have to be paid by you directly.

If you have any questions, please feel free to contact me.

Sincerely,

«rental_agent»