

Date:

To:

Premises:

Termination Date:

Dear _____ :

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.

Very truly yours,
