

Dear Mr Wade

I/We wish to tender my notice on:-

*Property address*.....  
.....

Accordingly I am giving you 1 months notice as of:-

*Date*.....

I intend to vacate no later than:-

*Date*.....

My forwarding address will be:-

*New address*.....  
.....

I understand in accordance with the relative terms in the tenancy agreement that once notice is served the property will be immediately available for viewing by prospective new tenants accompanied by Wade Properties representatives between 10am and 8pm 7 days a week.

Prior notice will be attempted but can not be guaranteed.

*Signed*.....

*Date*.....

*Return to:-  
Wade Properties  
181 Wellesley Road  
Clacton on Sea  
Essex  
CO15 3QF*