

Date:

[Landlord's name]

[Landlord's address 1]

[Landlord's address 2]

[CITY]

Dear [name/s]

**Tenancy at: [Enter tenancy address]**

This letter serves as notice to terminate the periodic tenancy agreement at the above address.

The last day of the tenancy will be **[Enter date that is at least 28 days from but not including today, considering delivery time\*]**.

The Residential Tenancies Act 1986 requires me to give you not less than 28 days' notice to terminate the agreement.

Please contact me if you have any questions.

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Yours sincerely

**[Tenant/s name]**

**\* Delivery:**

By (tick):

- mail (\*allow four extra working days)
- placed into letterbox or attached to the door (\*allow two extra working days)
- sent via email or faxed to tenant after 5pm (\*allow one extra working day)
- handed to landlord, sent via email or faxed before 5pm on the date of the notice

*\* Notice can only be delivered to an email address or fax number where that address or number has been provided by the landlord as an address for service in the tenancy agreement. For advice on other delivery options, visit the website or call the number below.*

*Address for service details listed for both parties should match what is recorded on the tenancy agreement unless the details have changed and the other party has been notified of the change.*

*For tenancy advice and information visit [www.tenancy.govt.nz](http://www.tenancy.govt.nz) or call 0800 TENANCY (0800 836 262).*