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| *WARNING:* 1. Use of this letter in any way is subject to the terms and conditions of the copyright owner, which can be found here: <http://aclc.org.nz/terms-and-conditions/>
2. The copyright owner has permitted use of this letter for the purpose of helping people to resolve their own legal issues.
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*USING THIS LETTER:*1. Fill in the areas that are marked with square brackets - [LIKE THIS].
2. Print and Sign.
3. Make a copy then post the letter.
4. Do NOT send this instruction page.

*WHEN TO USE THIS LETTER:*Use this letter to give the required notice to terminate a periodic tenancy. The standard minimum notice you can give is 21 days. You should allow an additional 4 days if you are posting this letter. You may give shorter notice if the Tenancy Tribunal gives you consent or if a breach of the tenancy agreement has left the premise uninhabitable. Do NOT use this letter if you think those situations apply - seek advice instead. |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[LANDLORD’S NAME]

[LANDLORD’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [LANDLORD’S NAME]

**RE: NOTICE OF TERMINATION OF PERIODIC TENANCY – [TENANCY ADDRESS]**

I am writing to tell you that I am terminating my tenancy.

This notice applies to the below tenancy:

* [INSERT NAME OF TENANTS]
* [INSERT ADDRESS OF PREMISES]
* [INSERT ANY OTHER NECESSARY IDENTIFYING DETAILS THAT YOUR LANDLORD WOULD NEED TO IDENTIFY THE PREMISES]

I will vacate the premises on the following date:

[INSERT DATE WHEN YOU WILL VACATE THE PREMISES. THIS DATE SHOULD BE AT LEAST 21 DAYS IN THE FUTURE AND YOU SHOULD ALLOW AN ADDITIONAL 4 DAYS IF YOU ARE POSTING THIS LETTER.]

Please contact me to arrange collection of keys and to arrange any other matters.

Thank you for your time.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]