

Notice To Vacate Letter For Family Member

Michael Johnson

456 Oak Lane

Columbus, Ohio, 43213

michael.johnson@email.com

614-555-0123

May 23, 2024

Alex Johnson

456 Oak Lane

Columbus, Ohio, 43213

Dear Alex,

I hope this message finds you well. As we have discussed previously, due to my plans to renovate the property and eventually move in with my new family, I must ask that you prepare to vacate the residence at 456 Oak Lane, where you are currently residing. This letter serves as a formal notice, and I would like to provide you with enough time to find a comfortable and suitable alternative.

As per our family agreement and to adhere to any legal necessities, I am providing you with a 60-day notice, which starts from the date of this letter. Hence, the date by which the property should be vacated is July 22, 2024.

Please let me know how I can assist during your transition to a new place. I am here to help with the moving process or to discuss any concerns you may have. Your cooperation and understanding in ensuring the property is left in a good condition upon your departure would be greatly appreciated.

Thank you for your attention to this matter. I value our relationship and am hopeful that this transition will be as smooth as possible for both of us. Feel free to reach out to me directly at 614-555-0123 or michael.johnson@email.com.

Warm regards,

Michael Johnson

[Your Signature, if sending by mail]