

The Property Manager  
Charles & Stuart  
Suite 3, Level 1  
23-25 Bay Street  
DOUBLE BAY NSW 2028  
Fax 02 9326 2740

Dear Sir/Madam,

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RE (TENANTS NAME)

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PROPERTY

**A. VACATE AT THE END OF THE TENANCY TERM**

Please note that I will be vacating the above premises at the end of my tenancy term on

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I hereby give you fourteen (14) days notice. I will be paying my rent up until the vacate date.  
Thank you.

**B. NORMAL VACATE AFTER THE END OF EXPIRED TENANCY TERM**

Please note that I will be vacating the above premises on \_\_\_\_\_

I hereby give you twenty one (21) days notice. I will be paying my rent up until the vacate date.  
Thank you.

Yours faithfully

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SIGNATURE

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DATE

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MY FORWARDING ADDRESS WILL BE

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POSTCODE