

## Terminating the Lease/Rental Agreement

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenants' Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City & State

Dear \_\_\_\_\_:

The purpose of this letter is to inform you that your lease is being terminated in accordance with ORC 5321.17. You have [\_\_\_\_\_] days from the above date to vacate the premises.

Your failure to vacate the premises within the aforesaid time will force me to initiate eviction proceedings in accordance with state law.

Sincerely,

\_\_\_\_\_  
Landlord

\_\_\_\_\_  
Address and Phone

Cc: Tenant File

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