**Notice to vacate**

Dear Tenant,

Take notice that you are required to vacate the residential premises you currently occupy before or on 30th November, 2017. The stated date also happens to be the date your current tenancy agreement expires.

You have failed to adhere to my demands. Take notice that you are obligated to pay the rent fee of GH₵360 you owe.

Henceforth, I do not wish to renew your contact.

It is imperative that you cooperate with my wishes and make sure the building is in a clean and presentable condition.

Best regards,

\_\_\_\_\_\_\_\_\_\_\_\_,

Regina Tweneboanah.

(Landlady)