

Date:

Dear

**Tenancy at:**

This letter serves as notice to terminate the periodic tenancy agreement at the above address.

The last day of the tenancy will be

The Residential Tenancies Act 1986 requires me to give you not less than 21 days' notice to terminate the agreement.

Please contact me if you have any questions.

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Yours sincerely

**\* Delivery:**

By (tick):

- mail (\*allow 4 extra working days)
- placed into letterbox or attached to the door (\*allow 2 extra working days)
- sent to an electronic address to tenant after 5pm (\*allow 1 extra working day)
- handed to landlord, or sent to an electronic address given as an additional address before 5pm on the date of the notice (the first day of the notice period will be the next calendar day)

*\*Notice can only be delivered to a physical address or electronic address where this has been provided as an address for service in the tenancy agreement. An electronic address is an email address, fax number, mobile telephone number, or instant messaging account through which information can be easily accessed and referred to.*

*For advice on other delivery options, visit the website or call the number below.*

*Address for service details listed for both parties should match what is recorded on the tenancy agreement unless the details have changed and the other party has been notified of the change.*

*For tenancy advice and information visit [www.tenancy.govt.nz](http://www.tenancy.govt.nz) or call 0800 TENANCY (0800 836 262).*