

**IMPORTANT NOTE: This notice can only be used for fixed-term tenancies signed before 11 February 2021. [Find out more on the Tenancy Services website.](#)**

[Date]

[Tenant's name]

[Tenant's address 1]

[Tenant's address 2]

[CITY]

Dear [name/s]

**Tenancy at: [Enter tenancy address]**

This letter serves as notice that the fixed-term tenancy at the above address will expire on [Insert date from your tenancy agreement] and will not be continued past this date.

The Residential Tenancies Act 1986 requires this notice to be served not more than 90 days and not less than 21 days before the date on which the tenancy expires.

Please contact me if you have any questions.

Phone:

Mobile:

Email:

Address:

Yours sincerely

[Landlord's name]

**\* Delivery:**

*By (tick):*

- mail (\*allow four extra working days)
- placed into letterbox or attached to the door (\*allow two extra working days)
- sent via email or faxed to tenant after 5pm (\*allow one extra working day)
- handed to tenant, sent via email or faxed 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 an email address or fax number where that address or number has been provided by the tenant as an address for service in the tenancy agreement. For advice on other delivery options, visit the website or call the 0800 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).*