

**[Your name and address]**

**[Date]**

**[Landlord's or agent's name and address]**

**Dear ...**

**Re: Termination of tenancy agreement at [your address] due to offer of social housing**

**I have been offered accommodation with a social housing provider and I am required to sign a residential tenancy agreement with them as soon as possible.**

**As required under section 100 of the *Residential Tenancies Act 2010*, I am writing to give you 14 days notice. I will be giving vacant possession of the above premises on [date].**

**I will be in contact with you closer to that date to can arrange a time when we can both inspect the premises, complete a condition report and I can return the keys to you.**

**Yours sincerely**

**[T Tenant]**