**Date**

**Your name and address**

To: **Landlord or agent’s name and address**

You have given me notice to leave.

I would consider leaving before the end of the notice but need time to find somewhere else to live.

I could find a new tenancy quicker if you could arrange for my deposit to be returned.

Alternatively, I would consider an early surrender of the tenancy if you could compensate me financially for the inconvenience.

I am looking at my options and getting advice. If I find somewhere else to live, I will contact you to agree a move out date.

I will let you know if I can leave by the date in the notice.

My tenancy continues until I leave voluntarily or court bailiffs evict me.

Pressure to leave is harassment under the Protection from Eviction Act 1977. This is a criminal offence.

I am happy to discuss this further by email.

Yours sincerely

**Your name**

**Your email**