**[Your address]**

**[Date]**

**Re: My tenancy**

Dear **[landlord’s name]**,

As you are aware, I am a tenant at **[your address].**

My tenancy started on **[date].** It was agreed with **[name of your old landlord]**.

On **[date]** you asked me to leave. You need to give me notice if you want to end my tenancy.

I will stay here until my tenancy ends legally. For now, it continues on the same terms even though the property has been sold.

**[Add this if you have a fixed term tenancy]** My fixed term tenancy ends on **[date].**

**[Add this if you want to stay after the fixed term]** I would like to stay when the fixed term ends. Please contact me about this closer to the time.

Please let me know your full name, address and contact details.

I look forward to hearing from you.

Yours sincerely,

**[Your full name]**