

Tina M. Tenant
18 Matlin Drive,
Apartment #1B
Albany, NY 12210

Ms. Alicia B. Owner
242 Johnstown Rd,
Albany, NY 12203

November 19, 2021

Dear Ms. Owner:

As you are aware, my current lease at Matlin Drive expires on January 31, 2022. As required by our lease, I am giving more than 60 days' written notice that I will be ending my tenancy at that time. I will be moving out on or before 1/31/22.

Thank you,

Tina M. Tenant

Tina M. Tenant
(518) 555-5555
tinamentenant@tenantmail.com