

# Illinois 120 Day Notice to Vacate

Date: \_\_\_\_\_

Re: Notice to Terminate Tenancy

Dear \_\_\_\_\_,

This letter serves as official notice that your tenancy will terminate on \_\_\_\_\_, for the premises located at: \_\_\_\_\_

For our records and the return of security deposit monies, please provide your forwarding address and phone number.

Sincerely,

\_\_\_\_\_  
(Landlord Signature)

\_\_\_\_\_  
(Landlord Printed Name)

\_\_\_\_\_  
(Landlord Phone Number)

\_\_\_\_\_  
(Landlord Address)

## CERTIFICATE OF SERVICE

I certify that a copy of this notice has been furnished to the above-named tenant(s) on \_\_\_\_\_ by:

- Hand delivery to Tenant \_\_\_\_\_; **or**
- Hand delivery of the termination letter to someone who can accept the legal letter on the Tenant's behalf: \_\_\_\_\_ and mailing the notice by certified or registered mail with a return receipt; **or**
- Mailing the lease termination letter by certified or registered mail with a return receipt.

\_\_\_\_\_  
(Landlord Name)

\_\_\_\_\_  
(Landlord Signature)