**TO:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**RE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice is hereby given to the above parties under the provisions of Chapter 186, section 12 of the Massachusetts General Laws, and those claiming under you to deliver up and quit the premises you presently hold as the tenant of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (landlord) at the above address known and numbered as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , suite \_\_\_\_\_\_\_\_\_ consisting of rooms and appurtenances there belonging, 30 days from the next commencing rental period to wit \_\_\_\_\_\_\_\_\_\_ after the receipt of this notice. Failing such vacating, legal action shall be commenced to evict you.

You are further notified, in any event that your tenancy is hereby terminated as of:  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any monies tendered by the tenant and accepted by the landlord or its agent after the receipt of this notice will be accepted for the use and occupancy only and not as rent and without in any way waiving any rights under this notice to quit and termination notice. The landlord reserves the right to accept such monies without establishing any new tenancy. You will in any event be responsible for the use and occupancy charges for the time you occupy the premises.

You are hereby notified to produce at trial of any subsequent summary process action of any continuance thereof, the original of this notice and any other written evidence relevant to this matter.

**FAILURE TO RESPOND TO THIS NOTICE SHALL RESULT IN DUE PROCESS OF LAW FOR EVICTION AND COLLECTION OF AMOUNTS DUE TO BE COMMENCED AND FOR OTHER REMEDIES AVAILABLE TO LANDLORD FOR WHICH YOU WILL BE RESPONSIBLE FOR COSTS AND ATTORNEY FEES.**

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_