



California Tenants – Use this letter if you are a tenant who was issued a verbal eviction/termination.

Instructions:

- 1. Click here to open a Microsoft Word version of this sample letter
2. The Microsoft Word-version will have the same blank spaces as this version, but will not have the comments in the margin. Fill out the blanks in the Microsoft Word-version using the comments on the margins of this version as a guide.
3. Use this sample letter if you are a tenant who has been told verbally that your landlord is terminating your tenancy and evicting you.
4. Please note that you should tailor this letter to the facts in your case. This template is not a substitute for legal advice. If you need help finding a tenant attorney, please see the Tenants Together Directory.
5. Once filled out with your information and sent to your landlord, keep a copy for your records.

Sent via Certified Mail- Return Receipt Requested

( )

Commented [MC1]: Date

( )
( )

Commented [MC2]: Full name of landlord and/or property manager

Commented [MC3]: Address of landlord and/or property manager

Dear ( ),

Commented [MC4]: Full name of landlord and/or property manager

I ( ) am a tenant at ( ). I am writing because you or your representative(s) notified me on ( ) orally that my tenancy is terminated. Under California law, verbal or oral notice of eviction is not sufficient. California Civil Code 1946.1(a). Only a written notice can terminate a tenancy in the state of California.

Commented [MC5]: Your/tenant's name(s)

Commented [MC6]: Address, City, State, Zip

Commented [MC7]: Insert date

Sincerely,

( )
( )

Commented [MC8]: Your signature

Commented [MC9]: Your full name