

**REQUESTING TENANT TO LEAVE PREMISES
(Three-day Notice)
Ohio R.C. 1923.04**

Date: _____

Tenant's Name _____

Tenant's Street Address _____

Tenant's City / State / Zip _____

Dear _____
(Tenant's Name)

The purpose of this letter is to ask you to **LEAVE** the premises now in your possession, situated in

(city, county) ; Ohio, and known as:

(full address and suite number of rental)

You are being asked to **LEAVE** for the following reason: (state reasons for eviction)

Leave the premises before _____ to prevent any further eviction action against you.

**YOU ARE BEING ASKED TO LEAVE THE PREMISES. IF YOU DO NOT
LEAVE, AN EVICTION ACTION MAY BE INITIATED AGAINST YOU. IF
YOU ARE IN DOUBT REGARDING YOUR LEGAL RIGHTS AND
OBLIGATIONS AS A TENANT, IT IS RECOMMENDED THAT YOU SEEK
LEGAL ASSISTANCE.**

Yours respectfully,

Landlord (signature) _____

Print Name of Landlord _____

Address _____

City, State, Zip Code _____

A copy of this Notice has been delivered:

**Personally to the occupants named
above; or**

By posting on the occupants premises.

Telephone Number _____