

**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

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

(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

Telephone Number

A copy of this Notice has been delivered:

- ☐ Personally to the occupants named above; or
- ☐ By posting on the occupants premises.