

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Unit Number/Street Address]

City, State, Zip: [City, State, Zip Code]

RE: SIXTY (60) DAY NOTICE TO TERMINATE LEASE

Dear [Tenant Name(s)],

Please be advised that your lease agreement for the property located at [Unit Number/Street Address] will be terminated in sixty (60) days.

Pursuant to the terms of your lease and local landlord-tenant laws, you are required to vacate the premises no later than midnight on [**Termination Date**].

Before your move-out date, please ensure the following:

- The unit is cleaned and all personal belongings are removed.
- All trash is disposed of in the designated property receptacles.
- All keys, fobs, and parking permits are returned to the management office.
- Provide a forwarding address for the processing of your security deposit.

A move-out inspection will be scheduled for [Date/Time] or upon your surrender of the keys. Your security deposit will be returned, less any lawful deductions for damages or unpaid balances, within [Number] days as required by law.

If you have any questions regarding this notice or the move-out process, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Landlord or Property Manager Name]

[Company Name, if applicable]

[Contact Information]