

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address, Including Unit Number]

RE: SIXTY (60) DAY NOTICE TO VACATE

Dear [Tenant Name],

This letter serves as formal notification that your lease agreement for the property located at [Property Address] will terminate in sixty (60) days. You are required to vacate the premises no later than midnight on [**Move-Out Date**].

This notice is being provided in accordance with the terms of your rental agreement and local landlord-tenant laws. Please ensure the following tasks are completed prior to your departure:

- Remove all personal belongings and trash from the property.
- Clean the premises thoroughly, including appliances, floors, and windows.
- Return all keys, gate remotes, and parking passes to the management office.
- Provide your forwarding address for the processing of your security deposit.

A move-out inspection will be conducted on [Date/Time] or shortly after you return the keys. Your security deposit, minus any lawful deductions for damages or unpaid rent, will be returned to you within [Number] days, as per state 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].

Thank you for your cooperation.

Sincerely,

[Property Manager Name]

[Management Company Name]

[Phone Number]