

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

RE: SIXTY (60) DAY NOTICE TO TERMINATE LEASE

Dear [Tenant Name],

Please be advised that your lease agreement for the property located at [Property Address] is being terminated. This letter serves as formal notice that you are required to vacate the premises within sixty (60) days from the date of this notice.

Your move-out date must be no later than **[Final Date of Residency]**.

Before moving out, please ensure the following:

- The property is cleaned and all personal belongings are removed.
- All keys, fobs, and garage openers are returned to [Recipient Name/Location].
- Your forwarding address is provided to me for the purpose of returning your security deposit.

The security deposit of \$[Amount] will be handled in accordance with the terms of your lease agreement and local laws. Any deductions for repairs beyond normal wear and tear or unpaid utilities will be itemized and sent to your new address.

Please contact me at [Your Phone Number] or [Your Email Address] to schedule a final walk-through inspection.

Sincerely,

[Your Signature]

[Your Printed Name]

[Landlord/Property Manager Title]