

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]
[City, State, Zip Code]

RE: NINETY (90) DAY NOTICE TO TERMINATE TENANCY DUE TO SALE OF PROPERTY

Dear [Tenant Name],

Please be advised that the property located at [Rental Address] is currently under contract for sale to a buyer who intends to occupy the premises as their primary residence.

In accordance with the terms of your lease agreement and local landlord-tenant laws, this letter serves as formal ninety (90) days' notice that your tenancy will be terminated. You are required to vacate the premises and return all keys no later than midnight on **[Date - 90 days from notice]**.

Prior to your departure, please ensure that:

- The unit is left in a clean and broom-swept condition.
- All personal belongings and trash are removed from the property.
- All keys and access remotes are returned to the landlord.
- A forwarding address is provided for the processing of your security deposit.

The security deposit of \$[Amount] will be handled in accordance with state law and your lease agreement. An itemized statement of any deductions will be provided to you within [Number] days after you have vacated the unit.

If you have any questions regarding this notice or wish to schedule a final move-out inspection, please contact me at [Phone Number] or [Email].

Sincerely,

[Landlord Signature]

[Landlord Printed Name]