

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Tenant Name]
[Tenant Business Name]
[Property Address]
[City, State, Zip Code]

RE: Notice of Lease Termination Due to Sale of Property

Dear [Tenant Name],

Please be advised that the property located at [Property Address] is currently under contract for sale. Pursuant to Section [Insert Section Number] of your Lease Agreement dated [Original Lease Start Date], the Landlord reserves the right to terminate the lease in the event of a sale of the premises.

This letter serves as formal notice that your lease will be terminated effective [Date of Termination]. You are required to vacate the premises and return the keys no later than [Time] on that date.

Prior to your departure, please ensure that:

- The premises are left in a clean and broom-swept condition.
- All personal property and debris are removed.
- All repairs for which you are responsible under the lease are completed.

Regarding your security deposit of \$[Amount], it will be handled as follows: [Choose one: Transferred to the new owner / Refunded to you, less any lawful deductions, within [Number] days of move-out].

A final walk-through inspection is scheduled for [Date] at [Time]. Please contact [Contact Name] at [Phone Number] to confirm this appointment or to discuss any questions regarding the transition.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]