

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

[Date]

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

Dear [Tenant Name],

This letter serves as formal notice that the property located at [Property Address], which you are currently leasing, has been sold. As a result of this sale, your lease agreement dated [Lease Start Date] will be terminated early.

In accordance with the terms of your lease agreement and local laws, your final day of residency will be [Move-out Date]. Please ensure that the premises are vacated and all keys are returned by [Time] on that date.

We will schedule a move-out inspection on [Inspection Date] at [Inspection Time]. Your security deposit of \$[Amount] will be returned to you, minus any applicable deductions for damages or unpaid utilities, within [Number] days of your move-out date. Please provide your new forwarding address below for the delivery of the deposit.

Forwarding Address:

Thank you for your cooperation during this transition. If you have any questions, please contact me at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]