

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

[Date]

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

RE: NOTICE OF NON-RENEWAL OF LEASE AND TERMINATION OF TENANCY

Dear [Tenant Name],

Please accept this formal letter as notice that your lease agreement for the property located at [Property Address] will not be renewed. This decision has been made because the property is being sold.

Your current lease is scheduled to expire on [Lease End Date]. Accordingly, you are required to vacate the premises and return all keys no later than 11:59 PM on [Move-out Date].

Prior to your departure, we will schedule a move-out inspection to assess the condition of the property. Your security deposit of \$[Amount] will be returned to you, minus any lawful deductions for damages beyond normal wear and tear, within [Number] days of your move-out date, as per the terms of your lease and local law.

Please provide your forwarding address below or via email to ensure the timely delivery of your security deposit and any final correspondence.

Forwarding Address:

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

Sincerely,

[Your Signature]

[Your Printed Name]