

[Current Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Notice of Lease Termination Due to Sale of Property

Dear [Tenant Name],

This letter is to formally notify you that the property located at [Property Address] is being transferred to a new owner. As a result of this ownership transfer, your lease agreement dated [Lease Start Date] is hereby terminated.

Pursuant to the terms of your lease and local regulations, you are required to vacate the premises by [Move-out Date/Termination Date].

Please note the following regarding your move-out process:

- **Security Deposit:** Your security deposit of \$[Amount] will be handled in accordance with the law and your lease agreement. Any deductions for damages or unpaid rent will be itemized.
- **Final Inspection:** A move-out inspection is scheduled for [Date] at [Time]. Please ensure all personal belongings are removed and the unit is cleaned by this time.
- **Key Return:** Please return all keys and access devices to [Name/Location] by [Date].
- **New Ownership Contact:** For any inquiries regarding the property transition before your move-out date, please contact [New Owner/Management Name] at [Phone/Email].

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

Forwarding Address: _____

Thank you for your cooperation during this transition.

Sincerely,

[Your Name/Landlord Name]

[Your Phone Number]

[Your Email Address]