

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

[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

RE: Notice to Terminate Month-to-Month Lease

Dear [Tenant's Name],

Please accept this letter as formal notice that I am terminating your month-to-month lease agreement for the property located at [Rental Property Address].

I am providing this notice because the property is being sold. In accordance with the terms of our lease agreement and local laws, your tenancy will officially end on [Final Date of Occupancy/Move-out Date].

Please ensure that all personal belongings are removed and the premises are cleaned by the date mentioned above. Once you have vacated, please return all keys to [Instructions for Key Return].

Regarding your security deposit of \$[Amount], it will be returned to you, minus any lawful deductions for damages or unpaid rent, within [Number of Days] days as required by law. Please provide your new forwarding address below for the delivery of the deposit.

Forwarding Address:

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

Sincerely,

[Your Signature]

[Your Printed Name]