

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

[Date]

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

RE: Notice of Intent to Sell Property and Termination of Lease

Dear [Tenant Name],

I am writing to formally notify you that I intend to sell the property located at [Property Address], which you currently occupy.

In accordance with the terms of your lease agreement and local landlord-tenant laws, this letter serves as official notice that your lease will be terminated effective [Date of Lease Termination]. You are required to vacate the premises by [Time] on or before this date.

During the listing period, I will need to show the property to potential buyers and inspectors. I will provide you with at least [Number, e.g., 24] hours' notice prior to any scheduled entry, as required by law.

Regarding your security deposit of \$[Amount], it will be handled in accordance with the law. Please provide your forwarding address for the delivery of the deposit refund and an itemized list of any deductions, if applicable, within [Number] days of your move-out.

Please return all keys and property remotes to [Name/Location] by the move-out date. A final walk-through inspection will be scheduled for [Date/Time].

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]