

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

[Date]

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

RE: Notice of Lease Termination and Intent to Vacate

Dear [Tenant's Name],

I am writing to formally notify you that the property located at [Property Address] has been sold. Under the terms of your lease agreement and in accordance with local laws, this letter serves as official notice that your lease will be terminated.

You are required to vacate the premises no later than [Move-out Date].

Please ensure that all personal belongings are removed and the property is left in a clean condition by the date mentioned above. I will contact you shortly to schedule a final walk-through inspection and to discuss the return of your security deposit, minus any applicable deductions for damages beyond normal wear and tear.

Regarding your security deposit, please provide your new forwarding address below:

Forwarding Address: _____

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

Sincerely,

[Your Signature]

[Your Printed Name]