

Date: [Date]

To: [Tenant Name]

Property Address: [Full Address of Rental Property]

Dear [Tenant Name],

This letter serves as formal notice that the property located at [Property Address] has been sold. As a result of this sale, your lease agreement is being terminated.

In accordance with the terms of your lease agreement and local laws, you are required to vacate the premises no later than **[Move-out Date/Time]**.

Move-Out Requirements:

- Remove all personal belongings and trash from the property.
- Ensure the property is left in a clean and undamaged condition.
- Return all keys, fobs, and garage openers to [Name/Location] by the move-out date.
- Provide your forwarding address in writing for the processing of your security deposit.

Your security deposit of \$[Amount] will be handled in accordance with state law. Any deductions for damages (beyond normal wear and tear) or unpaid utilities will be documented and provided to you within [Number] days of your move-out.

If you have any questions regarding this transition or wish to schedule a final walkthrough inspection, please contact [Name] at [Phone Number/Email].

Thank you for your cooperation during this time.

Sincerely,

[Landlord/Property Manager Signature]

[Landlord/Property Manager Printed Name]

[Contact Information]