

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

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

RE: NOTICE TO TERMINATE LEASE DUE TO SALE OF PROPERTY

Dear [Tenant's Name],

The purpose of this letter is to formally notify you that the property located at [Property Address] is being sold. Consequently, your lease agreement dated [Lease Start Date] will be terminated.

Pursuant to the terms of your lease agreement and local housing laws, you are hereby required to vacate the premises no later than [Move-out Date].

Regarding your security deposit, a final inspection will be conducted on [Inspection Date] or once you have returned the keys. The deposit, minus any lawful deductions for damages beyond normal wear and tear, will be returned to you at your new address within [Number] days of your move-out date.

Please provide your forwarding address below for the return of your security deposit and any future correspondence:

Forwarding Address: _____

If you have any questions regarding this notice or the move-out process, please contact me at [Phone Number] or [Email].

Sincerely,

[Landlord's Signature]
[Landlord's Printed Name]