

[Property Management Company Name]
[Street Address]
[City, State, Zip Code]
[Date]

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

RE: Notice of Lease Termination Due to Sale of Property

Dear [Tenant Name],

Please be advised that the property located at [Property Address] is currently under contract for sale. As a result of this sale, we are formally notifying you that your lease agreement will be terminated.

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

Prior to your departure, please ensure the following:

- The unit is cleaned and all personal belongings are removed.
- All keys, remotes, and access fobs are returned to [Location/Property Manager].
- Your forwarding address is provided to us for the processing of your security deposit.

Your security deposit, totaling \$[Amount], will be handled and returned in accordance with your lease agreement and state law, minus any applicable deductions for damages beyond normal wear and tear.

If you have any questions or would like to schedule a final move-out inspection, please contact our office at [Phone Number] or [Email Address].

Thank you for your cooperation during this transition.

Sincerely,

[Property Manager Name]
[Property Management Company Name]