

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

[Date]

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

RE: Notice of Lease Termination Due to Sale of Property

Dear [Tenant Name],

This letter is to formally notify you that the property located at [Property Address] has been sold. Under the terms of your lease agreement and local laws, I am providing you with this official notice to vacate the premises.

Your lease will be terminated effective [Date of Termination/Move-out Date]. Please ensure that you have vacated the property and removed all personal belongings by 11:59 PM on this date.

Regarding your security deposit of \$[Amount]: A move-out inspection will be conducted on [Date/Time] or within [Number] days of your departure. Your deposit, minus any lawful deductions for damages beyond normal wear and tear, will be returned to you within [Number] days at the forwarding address you provide.

Please provide your forwarding address here:

If you have any questions regarding the move-out process or the transition to the new owners, please contact me at [Your Phone Number].

Thank you for your cooperation during this time.

Sincerely,

[Your Signature]

[Your Printed Name]