

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

RE: SIXTY (60) DAY NOTICE TO TERMINATE LEASE DUE TO SALE OF PROPERTY

Dear [Tenant Name],

Please be advised that the property located at [Property Address] is currently under contract for sale. In accordance with the terms of your lease agreement and local landlord-tenant laws, this letter serves as formal notice that your lease will be terminated.

You are required to vacate the premises no later than 11:59 PM on **[Move-Out Date, which must be at least 60 days from the date of this notice]**.

Prior to your departure, please ensure the following:

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

Your security deposit of \$[Amount] will be returned to you within [Number] days of your move-out date, minus any lawful deductions for damages beyond normal wear and tear or unpaid rent.

A move-out inspection will be scheduled for [Date/Time]. Please let us know if you wish to be present.

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

Sincerely,

[Landlord Signature]

[Landlord Printed Name]