

[Your Name/Company Name]
[Property Manager/Landlord Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: NOTICE TO TERMINATE LEASE DUE TO MAJOR RENOVATIONS

Dear [Tenant Name],

Please accept this letter as formal notice that your lease agreement for the property located at [Property Address] will be terminated effective [Move-out Date].

This termination is necessary because the building is scheduled to undergo major renovations and capital improvements that require the unit to be vacant. These renovations include [Briefly Mention Works, e.g., structural repairs, electrical rewiring, or plumbing overhauls], which cannot be safely or practically completed while the premises are occupied.

Pursuant to your lease agreement and local housing laws, you are required to vacate the premises no later than 11:59 PM on [Move-out Date].

Move-Out Requirements:

- Please remove all personal belongings and trash from the unit.
- Ensure the unit is left in a clean condition.
- Return all keys and access fobs to [Location/Person] by the move-out date.

Security Deposit:

Your security deposit of \$[Amount] will be returned to you within [Number] days of your move-out, minus any lawful deductions for damages beyond normal wear and tear. Please provide your new forwarding address below or via email to ensure the check reaches you promptly.

Forwarding Address: _____

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

Thank you for your cooperation.

Sincerely,

[Signature]

[Printed Name]

[Landlord/Property Manager]