

**Date:** [Insert Date]

**To:** [Tenant Name]

**Address:** [Tenant Property Address]

**Subject: Notice of Lease Termination due to Major Building Renovations**

Dear [Tenant Name],

This letter serves as official notice that your lease agreement for the property located at [Address] will be terminated effective [Termination Date].

This decision has been made because the building is scheduled to undergo extensive renovations and structural improvements that require the premises to be vacant. These renovations are necessary to [Briefly state reason, e.g., ensure safety/modernize facilities] and cannot be performed while the unit is occupied.

Pursuant to the terms of your lease agreement and local housing laws, you are required to vacate the premises by [Time] on [Termination Date].

**Move-Out Requirements:**

- Remove all personal belongings from the unit.
- Ensure the unit is clean and free of trash.
- Return all keys and access fobs to [Name/Location].
- Complete a final walkthrough inspection with the landlord on [Date/Time].

Your security deposit of [Amount] will be returned to you within [Number] days of your move-out, minus any applicable deductions for damages beyond normal wear and tear, as per the lease agreement. Please provide your new forwarding address below for the delivery of the deposit.

**Forwarding Address:**

---

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

Thank you for your cooperation.

Sincerely,

[Your Name/Landlord Name]

[Property Management Company Name, if applicable]

[Contact Information]