

[Property Management Company Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

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

RE: NOTICE TO TERMINATE LEASE FOR STRUCTURAL RENOVATIONS

Dear [Tenant Name],

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

The reason for this termination is that the building requires extensive structural renovations and repairs that cannot be safely or practically completed while the unit is occupied. These renovations include [Brief Description of Work, e.g., foundation repair, load-bearing wall replacement, or full electrical rewiring].

In accordance with your lease agreement and local housing laws, you are required to vacate the premises no later than [Time] on [Termination Date]. Please ensure that all personal belongings are removed and the keys are returned to the management office by this time.

Regarding your security deposit:

- A move-out inspection will be conducted on [Date/Time].
- Your security deposit of \$[Amount] will be returned to you within [Number] days of your move-out date, minus any applicable deductions for damages beyond normal wear and tear.
- Please provide your new forwarding address to ensure the timely delivery of your deposit.

We understand that this may be an inconvenience and appreciate your cooperation during this necessary building improvement process. If you have any questions regarding this notice, please contact our office at [Phone Number].

Sincerely,

[Property Manager Name]
[Property Management Company]