

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

[Date]

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

**RE: Notice to Vacate - Owner Move-In**

Dear [Tenant's Name],

I am writing to formally notify you that I will be terminating our lease agreement for the property located at [Property Address].

I am providing this notice because I, as the property owner, intend to occupy the premises as my primary residence. Under the terms of our lease agreement and local housing laws, I am providing you with [Number] days' notice to vacate.

Please consider this letter formal notice to vacate the premises by [Move-out Date].

Prior to your departure, we will need to schedule a final walk-through inspection to assess the condition of the property. Please let me know a convenient time during your final week for this to take place.

Regarding your security deposit of \$[Amount], it will be returned to you within [Number] days of your move-out, minus any lawful deductions for damages beyond normal wear and tear, as per our agreement. Please provide me with your new forwarding address as soon as possible.

Thank you for your cooperation and for taking care of the property during your tenancy. I wish you the best with your relocation.

Sincerely,

[Your Signature]  
[Your Printed Name]