

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

[Date]

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

RE: Notice to Terminate Residential Lease

Dear [Tenant's Name],

This letter serves as formal notice that I am terminating your lease agreement for the property located at [Rental Property Address].

I am exercising my right to recover possession of the property because I, or a member of my immediate family, intend to move into the unit as our primary residence. The family member moving in is [Name of Family Member], who is my [Relationship, e.g., son, daughter, parent].

In accordance with the terms of our lease agreement and local landlord-tenant laws, you are required to vacate the premises no later than [Move-out Date].

Please ensure that all personal belongings are removed and the keys are returned to me by [Time] on the date mentioned above. We will schedule a final walk-through inspection of the property on [Date] at [Time].

Your security deposit of \$[Amount] will be returned to you, minus any lawful deductions for damages beyond normal wear and tear, within [Number] days of your move-out date, as required by law. Please provide your new forwarding address as soon as possible.

Thank you for your cooperation during this transition.

Sincerely,

[Your Signature]
[Your Printed Name]