

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

[Date]

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

RE: Notice of Lease Termination and Intent to Relocate

Dear [Tenant Name],

I am writing to formally notify you that I will be terminating our lease agreement for the property located at [Property Address]. This notice is being provided in accordance with the terms of our lease agreement and local landlord-tenant laws.

The reason for this termination is that I, as the landlord, intend to personally relocate and occupy the premises as my primary residence. Consequently, you are required to vacate the property no later than [Move-out Date].

Please consider this letter as your official [Number of Days, e.g., 30 or 60] day notice to vacate. Your final day of tenancy will be [Date].

Regarding your security deposit of \$[Amount]: This will be returned to you within [Number] days of your move-out, minus any deductions for damages beyond normal wear and tear or unpaid rent, as permitted by law. Please provide your new forwarding address below or via email to ensure the delivery of your deposit.

I would like to schedule a move-out inspection on [Date] at [Time]. Please let me know if this works for you.

Thank you for your cooperation during this transition.

Sincerely,

[Landlord Signature]

[Landlord Printed Name]

Tenant Forwarding Address:

Street: _____

City/State/Zip: _____