

Date: [Date]

To: [Tenant Name]

Property Address: [Full Rental Address]

RE: NOTICE TO TERMINATE TENANCY FOR OWNER OCCUPANCY

Dear [Tenant Name],

Please accept this letter as formal notice that I am terminating your lease agreement for the property located at [Full Rental Address].

I am exercising my right to recover possession of the unit because I, as the owner, intend to occupy the premises as my primary residence. This notice is being provided in accordance with the terms of our lease agreement and local landlord-tenant laws.

You are required to vacate the premises and return the keys no later than 11:59 PM on **[Move-out Date]**.

Prior to your departure, we will need to schedule a move-out inspection to assess the condition of the property. Regarding your security deposit of \$[Amount], it will be handled and returned in accordance with state law, minus any lawful deductions for damages beyond normal wear and tear.

Please let me know your preferred date for the final walkthrough and provide your new forwarding address for the return of the deposit.

Thank you for your cooperation during this transition.

Sincerely,

[Owner Signature]

[Owner Printed Name]

[Owner Phone Number]

[Owner Email Address]