

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

[Date]

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

RE: NOTICE OF TERMINATION OF TENANCY FOR OWNER OCCUPANCY

Dear [Tenant Name],

This letter serves as formal notification that I, [Owner Name], intend to recover possession of the property located at [Property Address] for the purpose of occupying the unit as my primary residence.

Pursuant to the terms of your lease agreement and local housing laws, you are hereby required to vacate the premises and return all keys no later than [Move-Out Date].

I am declaring under penalty of perjury that I am the owner of the property and that I intend in good faith to move into the unit for a period of no less than [Required Minimum Duration, e.g., 12 months].

Please let me know your intended move-out date and when we can schedule a final walk-through inspection. Any security deposit owed will be processed and returned in accordance with state law after the inspection is complete and possession is returned.

Thank you for your cooperation during this transition.

Sincerely,

[Signature]

[Owner Name Printed]