

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

[Date]

[Tenant's Name]
[Property Address]
[Unit Number, if applicable]
[City, State, Zip Code]

RE: Notice to Terminate Residential Lease for Owner Occupancy

Dear [Tenant's Name],

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

I am exercising my right to terminate this lease because I, as the owner, intend to occupy the premises as my primary residence. Under the terms of our lease agreement and in accordance with local landlord-tenant laws, you are required to vacate the premises by [Move-out Date/Last Day of Lease].

Please ensure that all personal belongings are removed and the property is cleaned by the date mentioned above. We will schedule a final walkthrough on [Date] at [Time] to inspect the condition of the unit and facilitate the return of your security deposit, minus any lawful deductions, to your new forwarding address.

Please provide your new mailing address here:

_____.

If you have any questions regarding this notice or the move-out process, please contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]