

**Date:** [Current Date]

**To:** [Tenant Name(s)]

**Property Address:** [Full Rental Address]

**RE: SIXTY-DAY NOTICE TO TERMINATE TENANCY (OWNER MOVE-IN)**

Dear [Tenant Name],

This letter serves as official notice that your tenancy for the property located at [Property Address] is being terminated. You are required to vacate the premises and return the keys no later than 11:59 PM on **[Date 60 days from notice]**.

This notice is being issued because the owner, [Owner Name], intends to occupy the residential unit as their primary residence. This termination is being made in good faith pursuant to [State/Local Ordinance Name, if applicable].

Please take note of the following:

- **Move-Out Inspection:** Please contact me at [Phone Number] to schedule a final walk-through inspection to document the condition of the unit.
- **Security Deposit:** Your security deposit of \$[Amount], less any lawful deductions for unpaid rent or damages beyond normal wear and tear, will be returned to you within [Number] days of your move-out date. Please provide your new forwarding address below.
- **Relocation Assistance:** [Include this section only if required by local law: In accordance with local regulations, you are entitled to a relocation payment of \$XXX.XX, which will be provided via [Method] on [Date].]

Please return all keys and garage door openers by the move-out date. Failure to vacate the premises by the date specified may result in legal proceedings to recover possession of the property.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]

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**Forwarding Address for Security Deposit:**

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_