

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Property Address: [Insert Property Address]

Dear [Insert Tenant Name],

This letter serves as formal notice that the property you are currently occupying is listed for sale. As your lease is nearing its end on [Insert Lease End Date], we will begin showing the premises to prospective buyers.

Pursuant to your lease agreement and local laws, we are providing you with notice that a showing is scheduled for:

**Date of Showing:** [Insert Date]

**Time of Showing:** [Insert Time Range, e.g., 2:00 PM - 4:00 PM]

We kindly ask that you ensure the property is in a tidy condition. You are not required to leave the premises during the showing, but you may do so if you prefer. Please ensure any pets are secured during this time.

If you have any questions or if there is a significant conflict with the time listed above, please contact me immediately at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Landlord/Property Manager Name]

[Phone Number]