

Date: [Insert Date]

Tenant Name(s): [Insert Tenant Names]

Property Address: [Insert Full Address]

Dear [Tenant Name],

This letter serves as formal notice that the property listed above is currently on the market for sale. Pursuant to your lease agreement and local housing laws, we are providing you with notice that several prospective buyers will be touring the property.

The showings are scheduled for the following date(s) and time(s):

- [Date]: [Start Time] to [End Time]
- [Date]: [Start Time] to [End Time]
- [Date]: [Start Time] to [End Time]

An authorized real estate agent or property representative will accompany all prospective buyers during these visits. You are not required to be present during the showings, but you are welcome to remain in the unit if you wish.

Please ensure that all pets are secured and that the premises are in a neat and orderly condition to facilitate the viewing process.

Thank you for your cooperation. If you have any questions, please contact me at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Landlord Name]
[Company Name, if applicable]