

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Subject: Notice of Lease Termination

Dear [Tenant Name],

This letter serves as official notification that your lease agreement for the property located at [Property Address], dated [Start Date of Lease], will be officially terminated.

In accordance with the terms of your lease and local landlord-tenant laws, you are required to vacate the premises by [Move-out Date] at [Time].

Before your departure, please ensure the following:

- All personal belongings are removed from the property.
- The unit is cleaned and returned to its original condition, barring normal wear and tear.
- All keys and access devices are returned to [Location/Person] by the move-out date.

A move-out inspection will be scheduled for [Date/Time]. Your security deposit of \$[Amount] will be processed and returned to you, minus any applicable deductions for damages or unpaid balances, within [Number] days of your move-out, as per the lease agreement.

Please provide your forwarding address below for the delivery of your security deposit and any final correspondence.

Forwarding Address: _____

If you have any questions regarding this notice, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Property Manager Name]

[Signature Field]