

Date: [Current Date]

Tenant Name(s): [Tenant Names]

Property Address: [Full Address of Rental Unit]

RE: SIXTY (60) DAY NOTICE TO VACATE DUE TO MAJOR RENOVATIONS

Dear [Tenant Names],

This letter serves as official notice that you are required to vacate the premises located at [Property Address] no later than [Date - 60 days from notice], at [Time, e.g., 11:59 PM].

The reason for this notice is that the owner intends to perform substantial renovations and major repairs to the unit that cannot be reasonably completed while the premises are occupied. These renovations include: [Briefly list renovations, e.g., structural repairs, electrical rewiring, or full kitchen/bath remodel].

Your lease agreement will terminate on [Date of Vacancy]. Please ensure that all personal belongings are removed and the unit is cleaned by this date. A move-out inspection will be scheduled for [Date/Time] to assess the condition of the property.

Regarding your security deposit of \$[Amount], it will be handled in accordance with state and local laws. Please provide your new forwarding address below or via email to ensure the timely return of your deposit and any final accounting statements.

Forwarding Address:

[Street Address]

[City, State, Zip Code]

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

Sincerely,

[Your Name/Landlord Name]

[Your Signature]

[Your Phone Number]