

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Subject: 60-Day Notice to Vacate Due to Sale of Property

Dear [Tenant Name],

This letter serves as formal notice that the property located at [Property Address] is being sold. Consequently, your lease agreement is being terminated.

In accordance with the terms of your rental agreement and local housing laws, you are required to vacate the premises no later than 11:59 PM on **[Date 60 Days from Notice]**.

Prior to your departure, please ensure the following:

- The property is cleaned and all personal belongings are removed.
- All keys, fobs, and garage openers are returned to [Name/Location].
- Your forwarding address is provided for the processing of your security disposal/refund.

Your security deposit of \$[Amount] will be handled in accordance with the law. Deductions may be made for any damages beyond normal wear and tear or unpaid rent.

An inspection of the property will be scheduled for [Date/Time] or can be arranged by contacting [Name] at [Phone Number].

Thank you for your cooperation during this transition.

Sincerely,

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]