

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Subject: 60-Day Notice to Terminate Lease

Dear [Tenant Name(s)],

Please be advised that [Property Management Company/Landlord Name] is hereby providing formal notice that your lease agreement for the property located at [Property Address] will be terminated effective 60 days from the date of this notice.

Your final day of residency and the date by which you must vacate the premises is **[Date 60 Days from Now]**.

This decision is based on [select one: the expiration of the lease term / the sale of the property / owner re-occupation / other reason].

Move-Out Requirements:

- All personal belongings must be removed from the premises.
- The property must be left in a clean and undamaged condition, as per your lease agreement.
- All keys, gate remotes, and parking passes must be returned to the management office by 5:00 PM on the move-out date.

Regarding your security deposit: A move-out inspection will be conducted. Your security deposit, minus any lawful deductions for damages or cleaning, will be mailed to your new forwarding address within [Number] days of your move-out.

Please provide your new forwarding address below or via email:

Forwarding Address: _____

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Property Management Company Name]