

[Your Name/Company Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Tenant Name]
[Property Address]
[Unit Number]

RE: SIXTY-DAY NOTICE TO TERMINATE LEASE

Dear [Tenant Name],

Please accept this letter as formal notification that your lease agreement for the property located at [Property Address] will be terminated. In accordance with the terms of your lease and local regulations, you are provided with sixty (60) days' notice to vacate the premises.

Your final day of residency will be [Date]. You are required to move out and return all keys to the management office by [Time] on this date.

To ensure the return of your security deposit, please ensure the following:

- The unit is cleaned and free of all personal belongings and trash.
- All appliances are cleaned and in working order.
- Any damage beyond normal wear and tear is repaired.
- All utilities are paid in full up to the final date of occupancy.

A move-out inspection will be scheduled for [Date/Time]. Please provide your new forwarding address below or via email for the processing of your security deposit refund.

Forwarding Address:
[Street Address]
[City, State, Zip Code]

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

Sincerely,

[Your Signature]
[Your Printed Name]
Property Manager