

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Tenant Name]  
[Rental Property Address]  
[City, State, Zip Code]

**RE: NINETY (90) DAY NOTICE TO TERMINATE TENANCY**

Dear [Tenant Name],

This letter serves as formal notice that your tenancy at [Rental Property Address] will be terminated in ninety (90) days. You are required to vacate the premises no later than [Date of Vacancy].

This notice is being issued because the owner or a direct family member of the owner intends to occupy the residential unit as their primary residence. This family member is [Name of Family Member] and their relationship to the owner is [Relationship, e.g., son, daughter, parent].

Please ensure that all personal belongings are removed and the property is cleaned according to the terms of your lease agreement by the date specified above. Please contact me to schedule a final walk-through inspection and to arrange the return of the keys.

Your security deposit of \$[Amount] will be handled in accordance with state law and the terms of your lease, less any documented deductions for damages beyond normal wear and tear.

If you have any questions regarding this notice, please contact me immediately.

Sincerely,

[Your Signature]

[Your Printed Name]