

**Date:** [Current Date]

**To:** [Tenant Name(s)]

**Property Address:** [Full Property Address]

**Subject: Notice of Lease Termination**

Dear [Tenant Name],

This letter serves as formal notice that your lease agreement for the property located at [Property Address] will be terminated. You are required to vacate the premises no later than **[Date - 90 days from notice]**.

This 90-day notice is being provided in accordance with [Local/State Law or Lease Clause] regarding long-term tenancies. We request that you return all keys and provide a forwarding address for the return of your security deposit by the move-out date.

A move-out inspection will be scheduled for [Date/Time] to assess the condition of the unit. Please ensure the property is clean and all personal belongings are removed by that time.

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

Sincerely,

[Landlord/Property Manager Name]

[Signature]

[Contact Information]