

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Dear [Tenant Name(s)],

This letter serves as formal notification that your current lease agreement for the property located at [Property Address] will expire on [Lease End Date].

Please be advised that the owner of the property intends to occupy the premises personally upon the expiration of the lease term. Therefore, the lease will not be renewed or extended.

You are required to vacate the premises and return all keys no later than [Move-Out Time] on [Lease End Date].

Prior to your departure, please ensure the following:

- The property is cleaned and all personal belongings are removed.
- All utilities are scheduled for final reading and disconnection/transfer as of the move-out date.
- A move-out inspection is scheduled for [Date/Time] with [Owner/Manager Name].

Please provide your forwarding address for the processing of your security deposit refund, subject to the terms of your lease agreement and local laws.

If you have any questions regarding the move-out process, please contact [Name] at [Phone Number/Email].

Thank you for your cooperation.

Sincerely,

[Owner/Landlord Signature]

[Owner/Landlord Printed Name]

[Contact Information]