

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

RE: NOTICE TO TERMINATE TENANCY FOR OWNER OCCUPANCY

Dear [Tenant Name],

This letter serves as formal notice that I, [Owner Name], the owner of the property located at [Property Address], intend to occupy this unit as my primary residence.

As a result, your lease agreement is hereby terminated. You are required to vacate the premises and return all keys no later than **[Move-Out Date/Final Date of Notice Period]**.

This notice is being provided in accordance with the terms of your lease agreement and local landlord-tenant laws, which allow for termination of tenancy when the owner intends to move into the property.

Regarding your security deposit of [Amount]: A move-out inspection will be conducted on [Date/Time]. Following the inspection and the return of the keys, your security deposit will be processed and returned to you, minus any lawful deductions for damages or unpaid rent, within [Number] days as required by law.

Please let me know your forwarding address as soon as possible to ensure the timely return of your deposit.

If you have any questions regarding this transition, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Owner Signature]

[Owner Printed Name]

[Owner Mailing Address]