

FORMAL NOTICE

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

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Formal Notice Regarding the Sale of Commercial Property located at [Property Address]

Dear [Recipient Name],

This letter serves as formal notice regarding the upcoming sale of the commercial property located at [Property Address], currently identified as [Parcel Number/Legal Description].

In accordance with the terms of our [Agreement/Lease/Contract] dated [Original Date], please be advised of the following:

- **Intent to Sell:** The owner has officially entered into a purchase agreement with a prospective buyer.
- **Expected Closing Date:** The sale is scheduled to close on or about [Closing Date].
- **Transfer of Obligations:** Effective as of the closing date, all rights, titles, and obligations regarding the property will be transferred to [Buyer Name/New Entity].
- **Security Deposits/Outstanding Payments:** [Detail how deposits or pending rents will be handled].

Please take note that [insert any specific instructions regarding property inspections, estoppel certificates, or new payment directions here].

This notice is sent pursuant to the requirements set forth in [State/Local Law or Section of Contract]. We request that you acknowledge receipt of this notice by signing below and returning a copy to our office by [Deadline Date].

Should you have any questions regarding this transition, please contact [Name] at [Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Acknowledgment of Receipt

I, [Recipient Name], hereby acknowledge receipt of this formal notice on this [Day] day of [Month], [Year].

Signature: _____