

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Tenant Name]
[Tenant Address]

Re: Notice of Intent to Sell Property Due to Retirement

Dear [Tenant Name],

I am writing to formally inform you that after many years of managing rental properties, I have decided to retire. As part of my retirement strategy, I will be putting the property located at [Property Address] on the market for sale.

Please be assured that your current lease agreement remains valid. Under local landlord-tenant laws, the sale of the property does not automatically terminate your tenancy. The new owner will be required to honor the terms of your existing lease until its expiration on [Lease End Date].

Regarding the transition, please note the following:

- **Property Showings:** I will provide you with at least [24/48] hours' notice before any scheduled viewings by prospective buyers.
- **Inspections:** Professional inspectors or appraisers may need access to the property; I will coordinate these visits with you in advance.
- **Point of Contact:** Until the sale is finalized, please continue to direct all rent payments and maintenance requests to [Your Name/Property Manager].

I want to thank you for being a valued tenant. I am committed to making this transition as smooth as possible for you. If you have any questions regarding this process, please feel free to contact me directly.

Sincerely,

[Your Signature]
[Your Printed Name]