

[Owner Name]
[Owner Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]
[City, State, Zip Code]

RE: NOTICE OF WITHDRAWAL OF RESIDENTIAL RENTAL UNIT FROM THE MARKET

Dear [Tenant Name],

This letter serves as formal notice that the owner of the property located at [Property Address] intends to permanently withdraw the residential rental unit(s) from the rental market, effective [Effective Date of Withdrawal].

This action is being taken pursuant to [Cite Local Law or Act, e.g., The Ellis Act]. Consequently, your tenancy will terminate on [Termination Date], and you are required to vacate the premises on or before this date.

Please take note of the following information regarding your move-out process:

- **Relocation Assistance:** [Specify if the tenant is entitled to relocation payments and the amount/process].
- **Security Deposit:** Your security deposit of \$[Amount] will be handled in accordance with state law. Please provide a forwarding address for the return of the deposit and the itemized statement of deductions.
- **Final Inspection:** A final walkthrough of the unit is scheduled for [Date/Time]. Please contact me if you wish to reschedule.

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

Thank you for your cooperation.

Sincerely,

[Signature]

[Printed Name]

[Title, e.g., Property Manager/Owner]