

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Tenant Name]  
[Property Address]  
[Unit Number]

**RE: NOTICE OF INTENT TO SELL PROPERTY AND LEASE STATUS**

Dear [Tenant Name],

This letter is to formally notify you that I have decided to sell the property located at [Property Address].

As a result of this upcoming sale, please be advised of the following:

- **Property Showings:** I will require access to the unit for potential buyers and inspectors. Per your lease agreement, you will receive [Number] hours of notice prior to any entry.
- **Lease Compliance:** To ensure a smooth sale process, it is imperative that all terms of your lease are strictly followed, including timely rent payments and maintaining the property in a clean and orderly condition.
- **Lease Termination/Transfer:** [Choose one: Your current lease will be transferred to the new owner / Please consider this a formal notice to vacate the premises by [Date] in accordance with local laws].

I would like to resolve any outstanding issues regarding [mention specific problem, e.g., late rent/property damage] immediately to prevent legal action or complications during the closing process.

If you are interested in discussing an early lease termination agreement or a "cash for keys" arrangement to facilitate the sale, please contact me by [Date].

Thank you for your cooperation.

Sincerely,

[Your Signature]  
[Your Printed Name]