

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

[Date]

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

**RE: NOTICE OF NON-RENEWAL OF LEASE DUE TO SALE OF PROPERTY**

Dear [Tenant Name],

Please be advised that the property located at [Property Address] is being sold. As a result of this sale, we are writing to formally notify you that your current lease agreement will not be renewed.

Your lease is scheduled to expire on [Lease End Date]. You are required to vacate the premises and return all keys no later than [Move-out Time] on [Lease End Date].

Regarding your security deposit, a move-out inspection will be conducted on [Date/Time]. Once the inspection is complete and any necessary deductions for damages (beyond normal wear and tear) are determined, the remaining balance of your security deposit will be mailed to your new forwarding address within [Number] days, as per state law.

Please provide your forwarding address below or via email as soon as possible:

Forwarding Address: \_\_\_\_\_

We appreciate your cooperation during this transition. If you have any questions regarding the move-out process, please contact [Name] at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]  
[Landlord/Property Manager]