

Date: [Date]

To: [Tenant Name]

Property Address: [Full Property Address]

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

Dear [Tenant Name],

Please be advised that the owner of the property located at [Property Address] has decided to sell the premises. As a result, your current lease agreement will not be renewed at the end of its term.

Your lease is scheduled to expire on [Lease End Date]. This letter serves as formal notice that you are required to vacate the premises no later than [Move-out Date/Time].

Before your departure, please ensure that:

- The property is cleaned and all personal belongings are removed.
- All keys, fobs, and garage openers are returned to [Location/Person].
- A move-out inspection is scheduled for [Date/Time].

Your security deposit of [Amount] will be handled in accordance with the terms of your lease and local laws. Please provide your new forwarding address below for the return of your deposit and any final correspondence.

Forwarding Address:

[\_\_\_\_\_]

Thank you for your cooperation during this transition. If you have any questions, please contact [Landlord/Manager Name] at [Phone Number] or [Email].

Sincerely,

[Landlord/Property Manager Name]

[Signature Field]