

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

RE: Notice of Termination of Lease Due to Extended Vacancy

Dear [Tenant Name],

This letter serves as formal notice that your lease agreement for the property located at [Property Address] is being terminated effective [Termination Date].

This decision has been made in accordance with the **Extended Vacancy Policy** outlined in Section [Section Number] of your lease agreement. This policy states that the premises may not be left unoccupied for a period exceeding [Number of Days] consecutive days without prior written consent from the landlord.

Our records and recent inspections indicate that the property has been vacant since [Date Vacancy Noted], which exceeds the permitted timeframe. An extended vacancy poses significant risks to the property, including security concerns, maintenance issues, and potential insurance invalidation.

Required Actions:

- You must remove all personal belongings and vacate the premises by [Final Move-Out Date/Time].
- Please return all keys and access remotes to [Location/Person] by the move-out date.
- A final move-out inspection will be conducted on [Date/Time].

Any security deposit currently held will be processed and returned in accordance with state law and the terms of your lease, less any applicable deductions for damages or unpaid balances.

If you have any questions regarding this notice, please contact [Contact Name] at [Phone Number] immediately.

Sincerely,

[Your Signature]

[Your Printed Name]
[Title/Property Manager]