

Important Announcement: Upcoming Property Sale

Dear Tenants,

We hope this message finds you well. We are writing to inform you that the property you currently reside in will be put up for sale starting on [Insert Date].

We want to assure you that your current lease will remain in effect during the sale period, and your rights as tenants will be fully respected. Our priority is to ensure that the transition is as smooth as possible for all residents.

If you have any questions or concerns, please feel free to reach out to us at [Insert Contact Information]. We appreciate your understanding and cooperation during this time.

Thank you for being valued tenants.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]