

Notice to Tenants

Date: [Insert Date]

Dear Tenants,

We hope this message finds you well. We would like to inform you that the property located at [Insert Address] is scheduled to be sold. Below is the timeline of the sale:

- **Notice to Tenants Issued:** [Insert Date]
- **Open House Dates:** [Insert Dates]
- **Offers Accepted Until:** [Insert Date]
- **Expected Closing Date:** [Insert Date]

Please be assured that we are committed to keeping you informed throughout this process. If you have any questions or concerns, feel free to reach out to us at [Insert Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]