

Notice of Unexpected Property Vacancy

Date: [Insert Date]

To Whom It May Concern,

We regret to inform you that due to unforeseen circumstances, the property located at [Insert Property Address] will be available for immediate vacancy effective [Insert Date]. We understand that this may come as a surprise and we apologize for any inconvenience this may cause.

We are committed to assisting you during this transition. Please feel free to reach out to our office at [Insert Phone Number] or [Insert Email Address] for any questions or support you may need.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]