

Important Notice for Tenants

Date: [Insert Date]

Dear Tenants,

We want to inform you that the property in which you are currently residing, located at [Insert Property Address], is being put up for sale. This decision has been made to ensure the continued maintenance and improvement of the property.

We want to assure you that your lease agreement remains valid, and your rights as tenants will be maintained throughout the selling process. The new owners will be required to honor your lease terms.

In the coming weeks, we may need to schedule showings of the property. We will provide you with advance notice before any appointments to minimize disruption to your daily life.

If you have any questions or concerns, please feel free to reach out to us at [Insert Contact Information].

Thank you for your understanding and cooperation during this time.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Contact Information]