[Date]

[Tenant’s name]

[Tenant’s address]

[Tenant’s address]

[Town/City] [Post Code]

Email: [insert Tenant’s email]

Dear [insert Tenant name/s]

**Periodic Tenancy at [insert property address] -**

**Notice of Property Being Listed For Sale**

We are writing to advise, that the owner has decided to list this property for sale.

In this regard, we are providing at least **90 days’ written notice to** this effect and that the final date of your tenancy at the property will be **[insert date].**

Please note that the real estate agency that will be assisting with the sale of the property is: [insert real estate company name here] and the contact details of the agent are [insert name, telephone number and email address].

The real estate agent will be in touch to provide details of the sales process including any open homes. Please note that the agent will endeavour to accommodate all reasonable requests regarding viewings and open home times.

We appreciate that this notification may be difficult for you and your family. Please do not hesitate to contact us if we are able to assist in your search for a new property.

Yours sincerely

Property Manager’s Name

**Title**