[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] -**

**Unconditional Sale and Purchase Agreement - Property Sold**

**Required for Vacant Possession**

Further to our notification of the property going on the market, we are writing to advise that the property has now been sold.

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]** to give the new purchaser vacant possession.

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.

If you have any questions, please do not hesitate to contact me.

Yours sincerely

Property Manager’s Name

**Title**