

[Sender Name]
[Sender Title/Company]
[Sender Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Guidelines for Property Relinquishment - [Property Address/Unit Number]

Dear [Recipient Name],

This letter serves to outline the formal guidelines and procedures for the relinquishment of the property located at [Property Address]. To ensure a smooth transition and the full return of any applicable deposits, please adhere to the following requirements:

- **Vacating the Premises:** All personal belongings and debris must be removed from the property no later than [Date/Time].
- **Cleaning Standards:** The property must be left in a "broom-clean" condition. This includes cleaning all appliances, floors, windows, and removing trash from the premises.
- **Key Surrender:** All sets of keys, including mailbox keys, gate fobs, and garage openers, must be returned to [Location/Person] by [Time] on the move-out date.
- **Utilities:** Please ensure that final meter readings are scheduled. Do not disconnect services until [Date] to allow for a final inspection.
- **Property Damage:** A final walkthrough will be conducted on [Date/Time]. Any damages beyond normal wear and tear will be documented and may be deducted from the security deposit.
- **Forwarding Address:** Please provide your new mailing address below for the delivery of final statements or deposit refunds.

Forwarding Address: _____

Failure to comply with these guidelines may result in additional cleaning fees or delays in the closing of your account. If you have any questions regarding these procedures, please contact [Contact Name] at [Phone Number/Email].

Thank you for your cooperation during this process.

Sincerely,

[Sender Signature]

[Sender Printed Name]