

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

**Subject: Confirmation of Property Vacate and Move-Out Inspection**

Dear [Tenant Name],

This letter is to formally confirm that we have received your notice to vacate the property located at **[Property Address]**. Your scheduled move-out date is **[Move-out Date]**.

To finalize your tenancy, a move-out inspection has been scheduled for:

**Date:** [Inspection Date]

**Time:** [Inspection Time]

Please ensure the following items are completed prior to the inspection:

- All personal belongings and trash are removed from the premises.
- The property is cleaned according to the standards outlined in your lease agreement.
- All keys, security fobs, and garage openers are ready to be returned.
- All utilities are scheduled for disconnection or transfer as of your vacate date.

Following the inspection, we will process your security deposit in accordance with the terms of your lease and local laws. Please provide your forwarding address below for the delivery of the deposit and any related documentation.

**Forwarding Address:**

[Street Address]

[City, State, Zip Code]

If you have any questions regarding the move-out process, please contact [Name/Office] at [Phone Number/Email].

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Contact Information]