

Date: [Date]

To: [Removing Tenant Name]

Address: [Property Address]

Subject: Final Confirmation of Roommate Removal

Dear [Removing Tenant Name],

This letter serves as formal and final confirmation that you have been officially removed from the lease agreement for the property located at [Property Address], effective [Effective Date].

As of the date mentioned above, you are no longer legally responsible for the terms of the lease, including rent payments, utilities, or property maintenance. Likewise, you no longer hold any legal right to occupy the premises.

The security deposit status is as follows: [Insert details regarding refund, transfer to remaining tenants, or forfeiture].

We confirm that all keys, access fobs, and property remotes have been returned. The remaining tenant(s), [Remaining Tenant Name(s)], have signed the updated lease agreement and will assume full responsibility for the property.

If you have any questions regarding this final notice, please contact the undersigned.

Sincerely,

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]

Acknowledgment of Remaining Tenant(s):

I/We, the remaining tenant(s), acknowledge the removal of [Removing Tenant Name] and accept full responsibility for the lease agreement.

Signature: _____ Date: _____