

Date: [Date]

To: [Tenant Name]

Property Address: [Rental Property Address]

Dear [Tenant Name],

This letter serves as a formal reminder that your fixed-term lease agreement for the property located at [Property Address] is scheduled to expire on [Lease End Date].

As per the terms of your lease, the agreement will not be renewed, and you are required to vacate the premises by [Move-Out Time, e.g., 12:00 PM] on [Lease End Date].

To ensure a smooth transition and the return of your security deposit, please complete the following:

- Remove all personal belongings and trash from the property.
- Clean the premises thoroughly, including appliances and floors.
- Repair any damages beyond normal wear and tear.
- Return all keys, fobs, and garage openers to [Location/Person].
- Provide your forwarding address for the delivery of your security deposit.

A move-out inspection is scheduled for [Date] at [Time]. You are welcome to be present during this walkthrough.

Your security deposit of \$[Amount], minus any allowable deductions for damages or unpaid utilities, will be processed and mailed to your forwarding address within [Number] days, as required by law.

Thank you for your cooperation. If you have any questions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]

[Company Name, if applicable]