

Date: [Current Date]

Tenant Name(s): [Tenant Names]

Property Address: [Property Address, Unit Number, City, State, Zip Code]

Dear [Tenant Name(s)],

This letter serves as a formal reminder that your lease agreement for the property located at the address above is scheduled to expire on **[Lease End Date]**.

In accordance with the terms of your lease and to facilitate the return of your security deposit, please provide your new forwarding address below. This information is required to send your security deposit accounting statement and any applicable refund within the timeframe required by law.

Forwarding Address Information:

Street Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

Please remember that per your lease agreement, the following steps must be completed prior to your move-out date:

- Remove all personal belongings and trash from the premises.
- Ensure the unit is cleaned in accordance with the move-out checklist.
- Return all keys, fobs, and garage openers to [Location/Person].
- Schedule a final walk-through inspection if required.

Please return this signed form or email the requested information to [Landlord Email] no later than [Date].

Thank you for your cooperation and for being a tenant.

Sincerely,

[Landlord or Property Manager Name]

[Company Name, if applicable]

[Phone Number]