

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Subject: Notice of Lease Expiration and Key Return Instructions

Dear [Tenant Name],

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

To ensure a smooth transition and the timely processing of your security deposit, please follow the move-out requirements below:

- **Vacating the Premises:** You must vacate the property no later than [Time] on [Lease End Date].
- **Cleaning:** The unit should be returned in a clean condition, with all personal belongings and trash removed.
- **Key Return:** All keys (including front door, mailboxes, and common areas) and any garage door openers must be returned by the move-out deadline.
- **Return Method:** Please return the keys using the following method: [e.g., Drop off at management office / Leave on kitchen counter / Place in secure lockbox].

Forwarding Address:

Please provide your new forwarding address below or via email to ensure your security deposit statement and any applicable refund reach you.

Forwarding Address: _____

A move-out inspection will be conducted on [Date/Time]. If you wish to be present, please contact us at [Phone Number] to confirm.

Thank you for your cooperation during your residency.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]

[Email Address]