

Date: [Current Date]

To: [Tenant Name]

Property Address: [Rental Property Address]

Dear [Tenant Name],

As your lease agreement is ending on [Move-out Date], this letter provides instructions regarding your move-out process and the return of your security deposit.

1. Move-Out Requirements

Please ensure the following are completed by the date mentioned above:

- Remove all personal belongings and trash from the premises.
- Clean all rooms, including appliances, floors, and windows.
- Return all keys, gate remotes, and parking passes.
- Provide your forwarding address in writing.

2. Final Inspection

A move-out inspection will be conducted on [Date/Time]. You [are/are not] required to be present. We will compare the condition of the unit to the move-in inspection report, excluding normal wear and tear.

3. Security Deposit Return

Your security deposit of \$[Amount] will be processed in accordance with state law. Any deductions for unpaid rent, cleaning fees, or damages beyond normal wear and tear will be itemized in a written statement.

The remaining balance and the itemized statement will be mailed to your forwarding address within [Number] days.

4. Forwarding Address

Please provide your new address below:

Street: _____

City/State/Zip: _____

If you have any questions, please contact me at [Phone Number] or [Email].

Sincerely,

[Landlord/Manager Name]
[Company Name, if applicable]