

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

[Tenant Name]
[Property Address]
[Unit Number]

Dear [Tenant Name],

This letter is to confirm your move-out date of **[Move-out Date]**. To ensure a smooth transition and the return of your security deposit, please follow the guidelines and checklist below.

Move-Out Requirements:

- **Final Inspection:** An inspection will be conducted on [Date/Time]. You are welcome to be present.
- **Keys:** All keys (entry, mail, garage) must be returned by [Time] on your move-out date. Please leave them [Location, e.g., on the kitchen counter].
- **Utilities:** Please contact utility companies to schedule a final reading for your move-out date. Do not shut off utilities before this date.
- **Forwarding Address:** Please provide your new mailing address below for the return of your security deposit.

Cleaning Checklist:

- Remove all personal belongings and trash from the premises.
- Clean all appliances (stove, oven, refrigerator, dishwasher) inside and out.
- Sweep, mop, and vacuum all floors and carpets.
- Wipe down all countertops, cabinets, and drawers.
- Clean sinks, toilets, bathtubs, and showers.
- Clean all windows, sills, and blinds.
- Replace any burnt-out light bulbs and smoke detector batteries.
- Patch any large holes in walls (standard nail holes are usually exempt).

Your security deposit, minus any lawful deductions for repairs or cleaning beyond normal wear and tear, will be mailed to you within [Number] days as per your lease agreement and local laws.

Forwarding Address:

Thank you for your cooperation and for being a tenant.

Sincerely,

[Your Signature]

[Your Printed Name]