

[Date]

[Tenant Name]

[Tenant Company Name]

[Property Address]

[Suite/Unit Number]

RE: Acknowledgment of Intent to Vacate Commercial Premises

Dear [Tenant Name],

This letter serves as formal acknowledgment of your notice dated [Date of Tenant's Notice], informing us of your intent to vacate the premises located at [Property Address] on [Date Vacating].

According to our records, your lease agreement is scheduled to expire on [Lease End Date]. Please be advised of the following requirements regarding your move-out process:

- **Property Condition:** The premises must be returned in "broom clean" condition, with all personal property, debris, and signage removed as per the terms of your lease.
- **Keys and Access:** All keys, fobs, and security codes must be returned to the Management Office by [Time] on [Date Vacating].
- **Final Inspection:** A move-out walkthrough is scheduled for [Date] at [Time]. Please confirm if a representative from your company will be present.
- **Utilities:** Please ensure that all utility accounts for which you are responsible are closed or transferred effective [Day after Vacating Date].
- **Security Deposit:** Your security deposit will be processed and returned to your forwarding address, less any applicable deductions for damages or outstanding balances, within [Number] days of your move-out.

Please provide your forwarding address for all future correspondence and the return of your security deposit:

Forwarding Address: _____

If you have any questions regarding the move-out procedures, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Property Management Company/Landlord Name]