

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Acknowledgment of Intent to Vacate

Dear [Tenant Name],

This letter is to formally acknowledge receipt of your notice to vacate the premises located at [Property Address]. Your lease term is scheduled to end on [Lease End Date], and we have recorded your move-out date as [Vacate Date].

To ensure a smooth transition and the return of your security deposit, please follow these move-out requirements:

- **Cleaning:** The unit must be thoroughly cleaned, including appliances, floors, and windows.
- **Personal Belongings:** Remove all personal items and trash from the premises.
- **Repairs:** Please repair any damage beyond normal wear and tear.
- **Keys:** Return all keys, remotes, and access cards to [Location/Person] by [Time] on [Vacate Date].
- **Forwarding Address:** Please provide your new mailing address for the processing of your security deposit.

A move-out inspection is scheduled for [Date] at [Time]. You are welcome to be present during this inspection.

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

Thank you for your cooperation during your residency.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]