

[Date]

[Tenant Name]
[Property Address]
[City, State, Zip Code]

Dear [Tenant Name],

This letter acknowledges your notice to vacate the property located at [Property Address] on [Vacate Date].

To finalize your move-out process and assess the condition of the unit for security deposit processing, we have scheduled your final walk-through inspection for:

Date: [Inspection Date]
Time: [Inspection Time]

Please ensure that all personal belongings have been removed and the unit has been cleaned according to the move-out guidelines provided in your lease agreement prior to this appointment. All keys, remotes, and access cards must be returned at this time.

Please provide your forwarding address below for the delivery of your security deposit disposition:

Forwarding Address:
[Street Address]
[City, State, Zip Code]

If you need to reschedule this inspection, please contact us at [Phone Number] or [Email Address] at least 24 hours in advance.

Sincerely,

[Landlord/Property Manager Name]
[Company Name]