

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Subject: Acknowledgment of Notice to Vacate

Dear [Tenant Name],

This letter is to formally acknowledge receipt of your notice to terminate your month-to-month tenancy at the address listed above. Your notice was received on [Date Notice Received].

As per your notice and the terms of your rental agreement, your move-out date will be [Final Date of Occupancy]. Please ensure that all personal belongings are removed and the keys are returned by [Time] on that date.

Move-Out Requirements:

- The unit should be left in a clean and sanitary condition.
- All trash and debris must be removed from the premises.
- All keys, fobs, and parking passes must be returned to [Location/Person].
- Please provide your forwarding address for the processing of your security deposit.

A final inspection of the property is scheduled for [Date] at [Time]. You are [welcome/not required] to be present during this walkthrough.

Regarding your security deposit, an itemized statement and any remaining balance will be sent to your forwarding address within [Number] days, as required by state law.

Thank you for your cooperation. If you have any questions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Property Manager Name]

[Company Name]