

[Your Name/Company Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Acknowledgment of Mutual Agreement to Vacate

Dear [Tenant Name],

This letter serves as a formal acknowledgment and confirmation of the Mutual Agreement to Vacate signed on [Date Agreement Was Signed] regarding the premises located at [Rental Property Address].

As per our agreement, both parties have mutually consented to terminate the lease agreement early. You have agreed to voluntarily vacate the property and surrender possession no later than [Time] on [Move-out Date].

In accordance with this agreement, the following terms apply:

- All keys, fobs, and parking passes must be returned by the move-out date.
- The property must be left in a clean condition, free of all personal belongings and trash.
- A move-out inspection will be conducted on [Inspection Date] at [Time].
- The security deposit will be processed and returned according to the terms of the original lease and state law, minus any agreed-upon deductions.

By vacating on or before the agreed date, both parties agree that the lease shall be considered terminated and neither party shall have further obligations to the other, except for those specifically outlined in the signed Mutual Agreement to Vacate.

Please contact me at [Phone Number] if you have any questions regarding the move-out process.

Sincerely,

[Your Signature]

[Your Printed Name]