

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Subject: Acknowledgment of Notice of Non-Renewal and Intent to Vacate

Dear [Tenant Name],

This letter is to formally acknowledge receipt of your notice dated [Date of Tenant's Notice], stating your intent to vacate the premises located at [Property Address] and not renew your lease agreement.

Your move-out date is scheduled for [Lease End Date/Move-out Date]. Your lease will officially terminate on this date.

Please note the following requirements regarding your move-out process:

- **Keys:** All keys, remotes, and access cards must be returned to [Location] by [Time] on [Date].
- **Cleaning:** The unit should be left in a clean condition, free of all personal belongings and trash.
- **Inspection:** A final move-out inspection will be conducted on [Date/Time]. You [are/are not] invited to be present.
- **Security Deposit:** Your security deposit will be processed in accordance with your lease agreement and state law. Please provide your forwarding address below.

Forwarding Address:

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

Thank you for your cooperation.

Sincerely,

[Landlord/Manager Name]

[Company Name]