

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Dear [Tenant Name],

This letter is to formally acknowledge receipt of your notice to vacate the premises located at [Property Address]. According to your notice, your final day of occupancy will be [Move-out Date].

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

- **Inspection:** A move-out inspection will be conducted on [Date/Time] or after you have surrendered the keys.
- **Cleaning:** The unit should be returned in a clean condition, similar to when you moved in, to avoid cleaning fees.
- **Utilities:** Please ensure all utility accounts in your name are scheduled for disconnection or transfer as of your move-out date.
- **Keys:** All keys, fobs, and garage openers must be returned to [Location] by [Time] on [Move-out Date].
- **Security Deposit:** Your security deposit, minus any lawful deductions for damages or unpaid rent, will be processed and mailed to your forwarding address within [Number] days, as per state law.

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

Forwarding Address: _____

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

Sincerely,

[Landlord/Property Manager Signature]

[Landlord/Property Manager Printed Name]

[Company Name]