

[Date]

[Student Name]

[Student ID Number]

[Building Name and Room Number]

Subject: End of Semester Vacate Acknowledgment

Dear [Student Name],

This letter serves as formal acknowledgment that we have received your notice to vacate your student housing assignment at the end of the [Fall/Spring/Summer] [Year] semester.

Your scheduled move-out date is: **[Date]**

Your scheduled move-out time is: **[Time]**

Please ensure the following steps are completed before your departure:

- Remove all personal belongings and trash from the room.
- Clean all surfaces and ensure the room is in its original condition.
- Close and lock all windows and doors.
- Return your keys/access cards to the [Location/Housing Office].

Final inspections will be conducted following your departure. Any damages beyond normal wear and tear or missing items may result in charges against your security deposit or student account.

If your plans have changed or if you have any questions regarding the checkout process, please contact the Housing Office at [Phone Number] or [Email Address].

Thank you for your cooperation and we wish you the best in your future endeavors.

Sincerely,

[Staff Name]

[Title]

[University/Housing Department Name]