

[Your Name]  
[Your Current Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Landlord or Property Manager Name]  
[Landlord Address]  
[City, State, Zip Code]

**RE: Move-Out Inspection and Security Deposit Return**

Dear [Landlord Name],

I am writing regarding the completion of my move-out inspection for the property located at [Property Address]. As of [Move-out Date], I have officially vacated the premises and returned all keys.

Attached to this letter, please find the following documentation regarding the condition of the unit at the time of my departure:

- Completed move-out inspection checklist.
- Photographs/Videos of all rooms, appliances, and flooring.
- Copies of receipts for professional cleaning or repairs (if applicable).

Based on the attached documentation, the unit has been left in good condition, subject to normal wear and tear. I look forward to receiving my full security deposit in the amount of \$[Amount].

Please send the deposit and any itemized statement required by law to my new forwarding address:

[Forwarding Street Address]  
[City, State, Zip Code]

According to state law, I expect to receive the deposit or an itemized list of deductions within [Number of Days] days. If you have any questions, please contact me at the phone number or email listed above.

Sincerely,

[Your Signature]

[Your Printed Name]