

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

[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

RE: Notice of Lease Termination and Move-Out Instructions

Dear [Tenant's Name],

This letter serves as formal notification that your lease agreement for the property located at **[Property Address]** will expire on **[Lease End Date]**.

According to our records, you are scheduled to vacate the premises by [Time] on that date. Please take note of the following requirements for the move-out process:

- **Property Condition:** The unit must be returned in a clean condition, free of all personal belongings and trash.
- **Keys:** All keys, fobs, and garage openers must be returned to [Location] by [Date/Time].
- **Final Inspection:** A final walk-through is scheduled for [Date] at [Time]. Please contact us if you wish to be present.
- **Security Deposit:** Please provide your forwarding address below to ensure the timely return of your security deposit, minus any applicable deductions for repairs or cleaning.

Forwarding Address:

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

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

Thank you for your cooperation.

Sincerely,

[Your Signature]
[Your Printed Name]