

Date: [Current Date]

To: [Tenant Names]

Property Address: [Full Property Address]

Subject: Notice of Lease Expiration and Move-Out Procedures

Dear [Tenant Names],

This letter serves as a formal reminder that your lease agreement for the property located at [Property Address] is scheduled to expire on [Lease End Date].

As per our records, you are required to vacate the premises no later than 11:59 PM on that date. Please ensure the following steps are completed to facilitate a smooth move-out process:

- **Personal Property:** Remove all personal belongings and trash from the unit.
- **Cleaning:** Ensure the property is cleaned thoroughly, including appliances, floors, and windows.
- **Keys:** Return all keys, fobs, and garage door openers to [Location/Office] by [Time] on [Date].
- **Utilities:** Contact utility providers to schedule the final reading and transfer of services effective [Date].
- **Forwarding Address:** Please provide your new mailing address below for the processing of your security deposit.

Forwarding Address:

An inspection of the property will be conducted on [Inspection Date/Time]. Your security deposit, minus any applicable deductions for damages or outstanding balances, will be returned to you within [Number] days as required by law.

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

Thank you for your residency.

Sincerely,

[Your Name/Property Manager Name]
[Management Company Name]