

[Current Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Dear [Tenant Name],

This letter is to formally acknowledge receipt of your written notice to vacate the premises located at [Property Address] on [Date of Move-Out].

As per your notice, your final day of tenancy will be [Date]. Please ensure that all keys, remotes, and access cards are returned to the management office by [Time] on that date.

To ensure a smooth transition and the return of your security deposit, please note the following requirements:

- The unit must be thoroughly cleaned and all personal belongings removed.
- All trash must be disposed of in the designated areas.
- A move-out inspection is scheduled for [Date] at [Time]. You are welcome to be present.

Your security deposit of \$[Amount], minus any applicable deductions for damages beyond normal wear and tear or unpaid balances, will be processed within [Number] days. Please provide your forwarding address below for this purpose.

Forwarding Address:

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

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]