

[Your Name]  
[Current Property Address]  
[Phone Number]  
[Email Address]

[Date]

[Landlord or Property Manager Name]  
[Landlord Address]

**RE: Forwarding Address for Security Deposit and Final Documentation**

Dear [Landlord Name],

As previously discussed and agreed upon regarding the early termination of my lease for the property located at [Current Property Address], I will be vacating the premises on [Move-out Date].

Please use the following address as my new forwarding address for the return of my security deposit and any final statements or correspondence:

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

I will return all keys and remotes by [Date/Time] via [Method of delivery, e.g., lockbox/in-person]. Please contact me to schedule a final walk-through inspection if you have not already done so.

Thank you for your cooperation during this transition.

Sincerely,

[Your Signature]  
[Your Printed Name]