

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

[Date]

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

**RE: Request for Move-Out Inspection - [Property Address]**

Dear [Landlord/Property Manager Name],

As previously discussed and agreed upon regarding the early termination of my lease for the property located at [Property Address], my final day of occupancy will be [Date].

I would like to schedule a formal move-out inspection to review the condition of the premises and ensure a smooth transition. I am available at the following times:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

Please let me know which of these times works best for you, or suggest an alternative time that fits your schedule. I intend to have the property cleaned and all personal belongings removed prior to this inspection.

Additionally, please let me know the process for returning the keys and where you would like me to send my forwarding address for the return of my security deposit.

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]