

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

[Date]

[Landlord or Property Manager Name]
[Landlord Address]

Re: Final Account Statement and Farewell for [Rental Property Address]

Dear [Landlord Name],

As my lease for the property located at [Rental Property Address] concludes on [Lease End Date], I am writing to provide a final summary of my account and to formally hand over the keys.

Below is the final account statement as per my records:

- **Security Deposit Paid:** \$[Amount]
- **Final Month's Rent:** [Paid/To be deducted from deposit]
- **Outstanding Utilities:** [List any amounts or state "Paid in Full"]
- **Estimated Refunds Due:** \$[Amount]

The keys have been [left on the kitchen counter / returned to your office / handed to you personally]. I have ensured the property is clean and all personal belongings have been removed in accordance with the move-out checklist.

Please forward my security deposit refund and any final correspondence to my new forwarding address:

[Your New Mailing Address]
[City, State, Zip Code]

I would like to thank you for the opportunity to rent this property. I have enjoyed my time here and appreciate your promptness in handling maintenance requests over the past [Number] years/months.

I look forward to receiving the move-out inspection report and the return of my deposit within [Number] days as specified in our lease agreement and local laws.

Sincerely,

[Your Signature]

[Your Printed Name]