

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

[Date]

[Landlord or Property Manager Name]
[Landlord Address]

RE: Notice of Early Termination and Request for Move-Out Inspection

Dear [Landlord Name],

As previously discussed and agreed upon on [Date of Agreement], I will be terminating my lease early for the property located at [Property Address]. My final day of occupancy will be [Move-Out Date].

I would like to request a formal move-out inspection to review the condition of the premises. 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 for you, or propose an alternative time. I intend to have the unit cleaned and all personal belongings removed prior to this inspection.

Regarding my security deposit of \$[Amount], please send the remaining funds (minus any agreed-upon deductions) and an itemized statement to my forwarding address:

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

Thank you for your cooperation throughout this process.

Sincerely,

[Your Signature]

[Your Printed Name]