

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

SUBJECT: FINAL REMINDER - Mandatory Move-Out Inspection

Dear [Tenant Name],

This is a final reminder regarding your scheduled move-out inspection for the property located at [Property Address]. As your lease ends on [Lease End Date], a formal inspection is required to document the condition of the unit.

Inspection Details:

- **Date:** [Inspection Date]
- **Time:** [Inspection Time]

Please ensure that all personal belongings have been removed and the unit has been cleaned according to the move-out checklist provided previously. All keys and access remotes must be surrendered at the time of inspection.

Failure to be present or to have the unit ready at this scheduled time may result in the inspection proceeding in your absence and potential deductions from your security deposit for cleaning or repairs.

If you have any urgent questions, please contact the management office immediately at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]