

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

**Subject: Notice of Lease Expiration and Mandatory Move-Out Inspection**

Dear [Tenant Name],

This letter serves as a formal reminder that your lease agreement for the property located at [Property Address] will expire on [Lease End Date]. As previously discussed, the lease will not be renewed, and you are expected to vacate the premises by [Time] on that date.

In accordance with your lease agreement, a mandatory move-out inspection is required to assess the condition of the unit. This inspection has been scheduled for:

**Date:** [Inspection Date]

**Time:** [Inspection Time]

Please ensure that all personal belongings are removed and the unit is cleaned prior to this appointment. During the inspection, we will review the move-in checklist to determine any damages beyond normal wear and tear. You are encouraged to be present during this walkthrough.

Please return all keys, fobs, and garage openers at the conclusion of the inspection or drop them off at [Location] by [Deadline].

Regarding your security deposit, please provide your new forwarding address below or via email to ensure the timely delivery of your statement and any applicable refund:

**Forwarding Address:** \_\_\_\_\_

If you have any questions regarding the move-out process, please contact [Name/Office] at [Phone Number] or [Email].

Thank you for your cooperation.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Contact Information]