

Date: [Date]

To: [Landlord or Property Manager Name]

Property Address: [Full Address of the Rental Unit]

Dear [Landlord/Manager Name],

This letter serves as formal notice that I have vacated the premises located at [Address] as of [Date] following the termination of my lease agreement.

Enclosed with this letter, please find all keys, fobs, and remote controls associated with the property, including:

- [Number] sets of entry keys
- [Number] mailbox keys
- [Number] garage remotes/fobs

By returning these keys, I am officially surrendering possession of the property to you. I have removed all personal belongings and ensured the unit is clean according to the terms of our agreement.

Please send my security deposit refund and any final itemized statements to my new forwarding address:

[Your Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

Please contact me if you wish to schedule a final move-out inspection or if you have any questions.

Sincerely,

[Your Signature]

[Your Printed Name]