

Date: [Date]

Property Address: [Full Property Address]

RE: Voluntary Surrender of Possession and Delivery of Keys

To [Name of Bank, Law Firm, or New Owner],

I, [Your Name], am the former occupant of the property located at the address listed above. I am writing to formally notify you that I have vacated the premises as of [Date Vacated].

I hereby voluntarily surrender full possession and control of the property to [Name of Recipient/Entity]. I confirm that all personal belongings have been removed and the property has been left in "broom clean" condition.

Enclosed with this letter are the following keys to the property:

- [Number] Front Door Keys
- [Number] Back Door/Garage Keys
- [Number] Mailbox Keys
- [Number] Gate/Common Area Remotes

By accepting these keys and this letter, please acknowledge that the transfer of possession is complete. Please direct all future correspondence regarding this property to my forwarding address listed below.

Forwarding Address:

[Your New Mailing Address]

[City, State, Zip Code]

[Phone Number]

Sincerely,

[Your Signature]

[Your Printed Name]

Acknowledgment of Receipt (To be signed by Recipient):

Received by: _____

Date: _____