

[Your Name]
[Current Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Landlord or Property Manager Name]
[Property Management Company Name]
[Address]
[City, State, Zip Code]

Subject: Confirmation of Moving Date and Forwarding Address

Dear [Landlord Name],

This letter is to confirm that I will be moving out of the property located at [Current Address] on [Move-out Date]. This is in accordance with my previous notice provided on [Date Notice Was Given].

Please use the following address for all future correspondence, including the return of my security deposit and the itemized statement of deductions, as required by law:

**[New Street Address]
[City, State, Zip Code]**

I will return all keys, fobs, and garage openers on [Move-out Date] by [Time] by [Method of Return, e.g., leaving them on the kitchen counter / dropping them at the office].

I would like to schedule a final move-out inspection on [Preferred Date] at [Preferred Time]. Please let me know if this works for you.

Thank you for your cooperation during my tenancy.

Sincerely,

[Your Signature]

[Your Printed Name]