

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Early Lease Termination and Move-Out Procedures

Dear [Tenant Name],

This letter confirms the early termination of your lease agreement for the property located at [Property Address], effective [Move-Out Date].

To ensure a smooth transition and the processing of your security deposit, please follow the move-out procedures outlined below:

- **Vacating the Premises:** You must completely vacate the property, including all personal belongings and trash, by [Time] on [Move-Out Date].
- **Cleaning:** The unit must be returned in a clean condition. This includes cleaning appliances, floors, windows, and bathrooms.
- **Key Return:** Please return all sets of keys, fobs, and garage openers to [Location/Person] by the move-out deadline.
- **Utilities:** You are responsible for notifying utility companies to schedule a final reading and transfer or disconnect services as of your move-out date.
- **Move-Out Inspection:** A final walk-through inspection is scheduled for [Date] at [Time]. You are encouraged to be present.
- **Security Deposit:** Your security deposit, minus any authorized deductions for damages or unpaid fees, will be mailed to your forwarding address within [Number] days, as per state law.

Please provide your forwarding address below:

Forwarding Address: _____

If you have any questions regarding these procedures, please contact [Landlord/Property Manager Name] at [Phone Number] or [Email].

Sincerely,

[Landlord/Property Manager Signature]

[Landlord/Property Manager Printed Name]

[Company Name]