

Date: [Date]

To: [Tenant Name]

Property Address: [Full Address of Apartment]

Dear [Tenant Name],

This letter is to confirm that your lease for the furnished apartment located at the address above will expire on [Move-out Date].

A move-out inspection is scheduled for [Date] at [Time]. During this inspection, we will review the condition of the premises and the inventory of furniture and appliances provided at the start of your tenancy.

To ensure a smooth transition and the return of your security deposit, please ensure the following:

- The apartment is thoroughly cleaned.
- All personal belongings are removed.
- All furniture listed in the inventory is present and in good condition.
- All keys, fobs, and parking passes are ready to be returned.

The inventory checklist used during your move-in will be used to assess the current state of the furnishings. Any missing items, damages beyond normal wear and tear, or excessive cleaning requirements may result in deductions from your security deposit.

Please provide your forwarding address below for the delivery of your security deposit and final statement:

Forwarding Address: _____

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

Sincerely,

[Landlord/Property Manager Name]

[Company Name, if applicable]