

Date: [Date]

To: [Landlord or Property Manager Name]

Property Address: [Full Address of Rental Unit]

Dear [Landlord Name],

Please accept this letter and the enclosed keys as formal notice that I have officially vacated the property located at [Address] as of [Move-Out Date].

1. Key Return

I am returning the following items:

- [Number] set(s) of house keys
- [Number] mailbox keys
- [Number] garage door openers/fobs

2. Move-Out Checklist Completion

I have completed the following as per the lease agreement:

- Removed all personal belongings and trash.
- Cleaned all rooms, appliances, and floors.
- Locked all windows and doors.
- Patched any non-standard holes in the walls.
- Provided a final meter reading to utility companies.

3. Security Deposit

Please send my security deposit, along with an itemized list of any deductions (if applicable), to my new forwarding address within [Number] days as required by law.

Forwarding Address:

[Your Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Please contact me if you have any questions or require a final walkthrough inspection.

Sincerely,

[Your Signature]

[Your Printed Name]