

Date: [Date]

To: [Recipient Name/Tenant Name]

Unit/Property Address: [Full Address and Unit Number]

Subject: Official Sign-Off and Completion Certificate

Dear [Name],

This letter serves as the formal sign-off from the Property Management Office regarding the following:

Type of Sign-Off: [e.g., Move-Out Inspection / Completed Renovations / Maintenance Repair]

The Property Management Office has conducted a final inspection and confirms the following:

- [Item 1: e.g., All keys and access fobs have been returned.]
- [Item 2: e.g., The unit has been restored to its original condition.]
- [Item 3: e.g., All outstanding utility bills and fees have been settled.]
- [Item 4: e.g., Work performed meets the building's technical standards.]

Based on our assessment, the account/project is now considered closed. [Optional: The security deposit of (Amount) will be processed within (Number) days.]

Should you have any further questions, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Name of Property Manager]

[Property Management Company Name]

[Office Stamp/Signature Field]