

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Subject: Official Notice of Move-Out Inspection

Dear [Tenant Name],

This letter serves as official notification regarding the move-out inspection for the premises located at the address listed above. As your lease agreement is set to terminate on [Lease End Date], an inspection is required to determine the condition of the property and the status of your security deposit.

The inspection is scheduled for:

- **Date:** [Inspection Date]
- **Time:** [Inspection Time]

You have the right to be present during this inspection. If you are unable to attend at the scheduled time, please contact us immediately at [Phone Number/Email] to request an alternative time.

Prior to the inspection, please ensure that:

1. All personal belongings have been removed from the premises.
2. The unit has been cleaned in accordance with the move-out checklist provided in your lease.
3. All keys, fobs, and garage openers are ready to be returned.
4. All utilities have been scheduled for disconnection or transfer as of your move-out date.

A final inspection report will be completed during the walkthrough. Any damages beyond normal wear and tear may result in deductions from your security deposit as permitted by law.

Please provide your forwarding address below or during the inspection to ensure the timely return of your security deposit and final statement.

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Contact Information]