[Date]

[Tenant Name]
[Property Address]
[Unit Number]

Subject: Move-Out Property Cleanliness Reminder

Dear [Tenant Name],

As your move-out date of [Move-Out Date] approaches, we would like to provide you with a reminder regarding the cleanliness requirements for your unit to ensure the full return of your security deposit.

To avoid cleaning fees, please ensure the following areas are addressed:

- **Kitchen:** Clean inside and behind all appliances (oven, fridge, microwave), wipe down all cabinets, and scrub sinks/countertops.
- **Bathrooms:** Scrub toilets, tubs, showers, and mirrors. Remove all personal items and trash.
- **Floors:** All carpets should be vacuumed (and steam cleaned if required by your lease). Hardwood or tile floors should be swept and mopped.
- **Walls and Windows:** Wipe down baseboards, remove cobwebs, and clean window sills/glass.
- **General:** Remove all personal belongings and trash from the unit, balcony, and storage areas.

Please remember to return all keys, fobs, and garage openers by [Time] on [Move-Out Date]. We will conduct a final walk-through inspection on [Date/Time of Inspection].

If you have any questions regarding these requirements, please contact us at [Phone Number] or [Email Address].

Thank you for your cooperation and for being a valued tenant.

Sincerely,

[Your Name/Property Manager Name]
[Company Name]