[Your Name]
[Your Phone Number]
[Your Email Address]

[Date]

[Landlord or Property Manager Name]
[Company Name, if applicable]
[Property Address]

Subject: Notice of Move-Out and Request for Deep Cleaning Requirements

Dear [Landlord or Property Manager Name],

This letter serves as formal notification that I will be vacating the property located at [Your Rental Address] on [Your Move-Out Date], as my lease term is coming to an end.

In preparation for the final inspection and to ensure the full return of my security deposit, I am requesting a detailed checklist of your "End of Lease" deep cleaning requirements. I intend to leave the property in excellent condition and wish to follow your specific standards regarding:

- Carpet and floor care
- Appliances (oven, refrigerator, dishwasher)
- Window cleaning (interior and exterior)
- Wall and baseboard cleaning
- Outdoor areas (balcony, patio, or garage)

Please let me know if you require professional cleaning receipts or if you have a preferred cleaning service provider that you recommend.

Furthermore, I would like to schedule a final walk-through inspection on [Date] at [Time]. Please confirm if this time works for you or suggest an alternative.

Thank you for your assistance during my tenancy. I look forward to hearing from you soon.

Sincerely,

[Your Signature]
[Your Printed Name]