[Date]

[Tenant Name]
[Property Address]
[City, State, Zip Code]

Dear [Tenant Name],

As your move-out date of **[Move-out Date]** approaches, please review the following instructions and cleaning guidelines to ensure a smooth transition and the return of your security deposit.

1. Key Return and Utilities

- All keys, including mail keys and garage remotes, must be returned by [Time] on your move-out date.
- Please leave keys [on the kitchen counter / in the lockbox / at the management office].
- Do not disconnect utilities until your official lease end date; please schedule a final meter reading.

2. Cleaning Guidelines

The unit should be returned in the same condition as when you moved in, minus normal wear and tear. Please complete the following:

- **Kitchen:** Clean inside and outside of the stove, oven, microwave, and refrigerator. Wipe down all cabinets and countertops.
- **Bathrooms:** Scrub toilets, tubs, showers, and sinks. Clean mirrors and medicine cabinets.
- **Floors:** Sweep and mop all hard surfaces. Professional carpet cleaning is [Required/Recommended] if stains are present.
- **Walls and Windows:** Wipe down baseboards and remove any dust from window sills and blinds.
- **Trash:** Remove all personal belongings and trash from the premises. Do not leave items on the curb.

3. Final Inspection

A move-out inspection will be conducted on [Date/Time]. You [are/are not] required to be present.

4. Security Deposit

The security deposit disposition will be processed within [Number] days. Please provide your new forwarding address below:

Forwarding Address: _____

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]
[Phone Number]
[Email Address]