Dear [Tenant Name],

As your lease comes to an end on [Move-Out Date], we want to provide you with clear instructions to ensure a smooth transition and the timely processing of your security deposit.

1. Final Walkthrough Schedule

The final move-out inspection is scheduled for:

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

Please ensure all personal belongings are removed and cleaning is completed prior to this appointment.

2. Cleaning Requirements

To receive your full security deposit refund, please address the following:

- Remove all trash and personal items from the premises.
- Clean all appliances (refrigerator, stove, oven, microwave, dishwasher).
- Sweep, mop, and vacuum all floors and carpets.
- Wipe down cabinets, countertops, and baseboards.
- Clean bathrooms thoroughly (toilet, tub, shower, and sink).
- Patch any large holes in walls and remove all nails/screws.

3. Key Return

All keys, including door keys, mail keys, and garage remotes, must be returned by [Time] on [Date]. Please leave them [Location, e.g., on the kitchen counter / in the lockbox].

4. Utilities and Forwarding Address

Please ensure that you contact utility providers to stop service as of your move-out date. Additionally, provide us with your forwarding address below for the return of your security deposit.

Forwarding Address: _____

5. Security Deposit Refund

Your security deposit refund, minus any applicable deductions for damages beyond normal wear and tear, will be mailed to your forwarding address within [Number] days, as per state law.

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

Sincerely,

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