Date: [Date]

To: [Tenant Name]
Property Address: [Property Address]

Dear [Tenant Name],

We have received and accepted your request for early lease termination. Your scheduled move-out date is **[Move-Out Date]**. To ensure a smooth transition and the proper handling of your security deposit, please follow the guidelines below:

1. Financial Obligations

- **Early Termination Fee:** As per your lease agreement, a fee of $[Amount] is due by [Date].
- **Rent:** Prorated rent for the final month in the amount of $[Amount] must be paid by [Date].
- **Utilities:** Please maintain all utility services in your name until the final inspection is completed.

2. Cleaning Requirements

The unit must be returned in "move-in ready" condition. This includes:

- Removing all personal belongings and trash.
- Cleaning all appliances (stove, oven, refrigerator, dishwasher) inside and out.
- Scrubbing bathrooms, including toilets, tubs, and sinks.
- Sweeping, mopping, and vacuuming all floors/carpets.
- Wiping down baseboards, windowsills, and light fixtures.

3. Repairs and Maintenance

- Patch any holes in the walls from picture frames or mounts.
- Replace any burnt-out light bulbs and expired smoke detector batteries.
- Ensure all keys, fobs, and garage openers are accounted for.

4. Final Inspection and Key Return

The final walk-through inspection is scheduled for **[Date/Time]**. Please have all keys ready to surrender at this time. If you cannot attend, please leave the keys on the kitchen counter and lock the door behind you.

5. Security Deposit

Please provide your forwarding address below for the processing of your security deposit return (minus any applicable deductions for damages beyond normal wear and tear):

Forwarding Address: _____

If you have any questions regarding these procedures, please contact [Landlord/Property Manager Name] at [Phone Number] or [Email].

Sincerely,

[Your Name/Company Name]
[Contact Information]