[Date]

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

Dear [Tenant Name],

We have received notice of your intent to vacate the property located at [Property Address]. Your scheduled move-out date is [Date] by [Time].

To ensure a smooth transition and the return of your security deposit, please follow these instructions:

1. Cleaning Requirements

- Remove all personal belongings and trash from the house, garage, and yard.
- Clean all appliances (refrigerator, stove, oven, dishwasher, microwave) inside and out.
- Sweep and mop all hard flooring; professional steam cleaning is recommended for carpets.
- Wipe down all cabinets, drawers, countertops, baseboards, and window sills.
- Clean all windows, mirrors, and light fixtures.

2. Maintenance and Repairs

- Replace any burnt-out light bulbs with matching types.
- Replace the furnace/AC filter.
- Patch any small nail holes in the walls (do not paint unless you have matching paint).
- Mow the lawn, trim bushes, and ensure the yard is free of debris.

3. Key Return

Please return all sets of keys, garage door openers, and gate remotes to [Location/Property Manager] no later than [Time] on [Date]. Failure to return keys may result in a lock-change fee.

4. Utilities and Forwarding Address

- Keep all utilities active in your name until the final day of your lease.
- Provide your new forwarding address below for the processing of your security deposit.

5. Inspection

A move-out inspection will be conducted on [Date/Time]. You [are/are not] required to be present. The security deposit disposition will be mailed to you within [Number] days as per state law.

Forwarding Address: _____

Thank you for your cooperation.

Sincerely,

[Landlord/Manager Name]
[Phone Number]
[Email Address]