[Date]

[Tenant Name]
[Tenant Business Name]
[Property Address]
[Suite/Unit Number]

RE: Notice of Lease Expiration and Move-Out Procedures

Dear [Tenant Name],

As your lease for the premises located at [Address] is scheduled to expire on [Lease End Date], this letter outlines the expectations for vacating the property and the return of your security deposit.

1. Vacating the Premises
All personal property, equipment, signage, and debris must be removed from the premises no later than [Time] on [Date]. Any items left behind after this time will be considered abandoned and disposed of at the tenant's expense.

2. Cleaning Expectations
The premises must be returned in "broom clean" condition or better, as specified in your lease agreement. This includes, but is not limited to:

- Removal of all trash and recycling.
- Sweeping and mopping of all hard flooring.
- Vacuuming of all carpeted areas.
- Cleaning of all restrooms, including toilets, sinks, and mirrors.
- Wiping down all kitchenettes, counters, and cabinets.
- Cleaning of interior windows and windowsills.
- Removal of all wall-mounted branding, decals, and adhesive residue.

3. Repairs and Restoration
Please ensure that any damage beyond normal wear and tear is repaired. This includes patching and painting holes from wall-mounted equipment or shelving. The unit must be returned to its original configuration unless otherwise agreed upon in writing.

4. Key Return and Final Inspection
A final walk-through inspection is scheduled for [Date] at [Time]. Please have all keys, fobs, and parking passes ready to surrender at this time.

5. Security Deposit
The security deposit will be processed in accordance with the terms of your lease. Please provide your forwarding address below for the delivery of the deposit and/or a final statement of accounts.

Forwarding Address:
[Street Address]
[City, State, Zip]

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

Sincerely,

[Your Name]
[Landlord/Property Management Company Name]