Date: [Current Date]

To: [Student Name]
Building/Unit: [Room Number/Address]

Subject: End of Term Move-Out Notice

Dear Resident,

As the academic term comes to an end, please be advised that the move-out deadline for all student residents is **[Date]** at **[Time]**.

To ensure a smooth transition and the return of your security deposit, please complete the following steps before your departure:

- **Cleaning:** Remove all personal belongings and trash. Sweep, vacuum, and wipe down all surfaces, including inside drawers and appliances.
- **Furniture:** Ensure all provided furniture is present and returned to its original position.
- **Repairs:** Report any damages beyond normal wear and tear to the management office immediately.
- **Utilities:** Ensure all lights are turned off and windows are securely locked.
- **Key Return:** Return all keys, fobs, and mail keys to [Location/Drop-box] in a labeled envelope.

Mail Forwarding: Please update your mailing address via the student portal and with the postal service, as mail will not be forwarded by the housing office after your departure.

Final inspections will be conducted following your move-out. Any cleaning fees or repair costs will be deducted from your security deposit.

If you have any questions regarding the checkout process, please contact the Housing Office at [Phone Number] or [Email Address].

Thank you for your cooperation, and best of luck with your future endeavors.

Sincerely,

[Your Name/Housing Management]
[Institution Name]