Date: [Current Date]

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

Dear [Tenant Name],

This letter provides instructions for your upcoming move-out on [Move-Out Date] following the termination of your month-to-month tenancy.

To ensure the return of your security deposit, please complete the following:

- **Cleaning:** Remove all personal belongings and trash. Sweep, vacuum, and mop all floors. Clean all appliances, cabinets, and bathroom fixtures.
- **Repairs:** Patch any large holes in the walls and replace any burnt-out light bulbs.
- **Keys:** Please return all keys, including mail keys and garage remotes, by [Time] on [Move-Out Date].
- **Utilities:** Contact utility providers to schedule the transfer or shut-off of services as of your move-out date.
- **Final Inspection:** We have scheduled a final walkthrough for [Date and Time]. You are welcome to attend.

Please provide your forwarding address below for the processing of your security deposit refund:

Forwarding Address: _____

Your security deposit, minus any lawful deductions for damages or cleaning, will be mailed to you within [Number] days as per local law.

Sincerely,

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