[Your Name]
[Current Apartment Number]
[Your Phone Number]
[Your Email Address]

[Date]

[Property Manager Name]
[Leasing Office Name]
[Property Address]

RE: Notice of Move-Out and Professional Cleaning Confirmation

Dear Management,

This letter serves as formal notification that I will be vacating my apartment at [Apartment Number] on [Move-Out Date] following the expiration of my lease.

To ensure the unit is returned in the luxury condition expected by [Property Name], I have scheduled a professional cleaning service for [Date of Cleaning]. The following areas will be addressed according to the move-out checklist:

- Professional steam cleaning of all carpets and rugs.
- Deep cleaning and polishing of all stone countertops and backsplashes.
- Interior and exterior cleaning of all high-end appliances (Oven, Sub-Zero/Wolf units, Dishwasher).
- Polishing of all chrome/brass fixtures and hardware.
- Window track and glass cleaning.
- Cabinet and drawer interior sanitization.

I would like to schedule a final walk-through inspection with a member of management on [Date] at [Time]. Please let me know if this window works for your team.

Please send my security deposit refund to the following forwarding address:

[New Street Address]
[City, State, Zip Code]

Thank you for the excellent living experience at [Property Name].

Sincerely,

[Your Signature]
[Your Printed Name]