

Date: [Insert Date]

To: [Landlord or Property Manager Name]
[Company Name, if applicable]
[Address]

From: [Tenant Name]
[Forwarding Address]
[Phone Number]
[Email]

Subject: Confirmation of Vacating Premises and Key Surrender

Dear [Landlord or Property Manager Name],

This letter serves as formal confirmation that I have officially vacated the premises located at:

Property Address: [Insert Full Address of Rented Property]

I have removed all personal belongings, cleaned the property according to the lease agreement, and ensured that all utilities have been scheduled for final readings or transferred as required.

As of today, [Date], I am surrendering possession of the property. Along with this letter, I am returning the following items:

- [Number] Door Keys
- [Number] Mailbox Keys
- [Number] Garage Remotes
- [Number] Security Fobs

Please conduct the final move-out inspection. I would appreciate it if you could send the itemized statement and the return of my security deposit to my forwarding address listed above within the timeframe required by law.

Please acknowledge receipt of the keys and this notice by signing below.

Sincerely,

[Tenant Signature]

[Tenant Printed Name]

Acknowledgment of Receipt (For Landlord/Agent Use Only):

I, [Name of Receiver], hereby acknowledge receipt of the keys listed above and possession of the premises on this date: [Date].

Signature: _____