# Tenant Move-Out Letter

*This letter serves as formal confirmation of a tenant's scheduled move-out date and outlines the requirements and expectations regarding the property's condition upon departure.*

**Date:** {date}

**To:** {tenantName}  
**Address:** {rentalAddress}

Dear {tenantName},

This letter confirms that you will be vacating the rental property located at {rentalAddress} on or before **{moveOutDate}**.

## Move-Out Instructions

Please ensure the following steps are completed prior to your move-out:

{#instructions}

* {instructionText}

{/instructions}

## Cleaning Expectations

The property should be returned in clean and orderly condition. Below are the basic cleaning requirements:

{#cleaningChecklist}

1. {item}

{/cleaningChecklist}

**Note:** Any damage beyond normal wear and tear may result in deductions from the security deposit.

## Security Deposit Return

Your security deposit of **{securityDepositAmount}** will be returned within {depositReturnTimeframe} days of vacating, provided the property passes inspection and no deductions are required.

## Forwarding Address

Please provide your new mailing address for deposit return and any necessary correspondence:

{forwardingAddress}

We thank you for being a tenant at {rentalAddress} and wish you the best in your future endeavors.

Sincerely,

**{landlordName}**  
{landlordContactInfo}