

Move-Out Inspection Arrangement

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter is to confirm the arrangement for your move-out inspection of the property located at [Property Address]. We appreciate your cooperation in ensuring a smooth transition as you prepare to vacate the premises.

The move-out inspection is scheduled for [Insert Date and Time]. During this inspection, we will assess the condition of the property and discuss any potential deductions from your security deposit.

Please ensure that:

- The property is clean and free of personal belongings.
- All keys, garage clickers, and access cards are returned.
- Utility services are scheduled for disconnection or transfer.

If you have any questions or need to reschedule this appointment, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We wish you all the best in your future endeavors!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]