

Landlord Notification of Tenant Departure

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

I hope this message finds you well. This letter is to formally notify you that we have received your notice of departure from the property located at [Property Address]. According to the terms of your lease agreement, your last day of tenancy will be on [Last Day of Tenancy].

As you prepare for your departure, please ensure that the following steps are taken:

- Return all keys to the property.
- Ensure the property is clean and in good condition.
- Schedule a final walkthrough inspection with us.

If you have any questions or need assistance during this transition, please feel free to reach out.

Thank you for being a valued tenant. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]