

# Formal Tenant Termination Letter with Security Deposit Instructions

Dear [Tenant Name],

This letter serves as formal notice of termination of your lease at [Property Address] effective [Termination Date]. Please vacate the property by this date.

Ensure all personal belongings are removed, and the property is cleaned. The security deposit will be returned after inspection, less any deductions for damages beyond normal wear and tear. Please provide a forwarding address for the deposit.

Sincerely,

[Landlord Name]

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