{todaysdate}

{firstname} {lastname}{#hasSecondPerson}{newline}{firstname2} {lastname2}{/hasSecondPerson}

{building} Laurel Springs Dr., Apt. {unit}

Durham, NC 27713

Dear {combinedNames},

This letter serves as confirmation that your lease will be terminated as of your lease end date. Since your lease terminates on **{leaseend},** and you will be vacating your apartment, it is important that you do so in accordance with the terms and conditions set forth in your Lease Agreement. For your convenience, we have enclosed a copy of our Standard Vacating Checklist. Please remember that you must vacate completely and return all keys to the Rental Office on the last day of your Lease term, **{leaseend}.**

**Your final rental payment for {leaseendmonth} is ${proratedrent}**

**IMPORTANT - A FORWARDING ADDRESS IS REQUIRED PRIOR TO VACATING YOUR APARTMENT. YOUR SECURITY DEPOSIT WILL BE REFUNDED ON OR ABOUT THE 30TH DAY FOLLOWING THE END OF YOUR LEASE OBLIGATION.**

**Please be advised this communication is an attempt to collect a debt and any information obtained may be used for that purpose.**

Should you have any questions, please contact the rental office. Thank you for your residency, we wish you the best of luck.

Sincerely,

Larry Davis

Property Manager