

Date: [Date]

To: [Landlord or Property Manager Name]
[Property Management Company Name, if applicable]
[Address]
[City, State, Zip Code]

RE: Security Deposit Release and Removal of Tenant from Lease

Dear [Landlord Name],

This letter serves as formal notice regarding the lease agreement for the property located at:
[Property Address].

The following tenant(s) will be vacating the premises and should be removed from the lease agreement effective [Date of Departure]:

- [Name of Departing Roommate]

The following tenant(s) will remain on the lease and continue to reside at the property:

- [Name of Remaining Roommate(s)]

Regarding the security deposit currently held by you in the amount of \$[Total Deposit Amount]:

I, [Name of Departing Roommate], hereby waive all rights to my portion of the security deposit currently held by the landlord. I authorize the full security deposit to remain with the lease and to be managed or eventually returned to the remaining tenant(s) listed above at the time of their eventual move-out. I understand that I will not receive a refund of any portion of the deposit from the landlord at this time.

Please provide a written acknowledgement or a lease amendment confirming that [Name of Departing Roommate] has been removed from all future obligations under the lease and that the security deposit records have been updated accordingly.

Sincerely,

[Name of Departing Roommate - Signature]

Date: _____

[Name of Remaining Roommate - Signature]

Date: _____

[Landlord/Manager - Signature]

Date: _____