

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]
[City, State, Zip Code]

RE: Annual Notice of Security Deposit Location

Dear [Tenant Name],

In accordance with state and local landlord-tenant laws, this letter serves as your annual notice regarding the status and location of your security deposit.

Your security deposit is currently being held in a separate interest-bearing account at the following financial institution:

Bank Name: [Name of Bank]
Bank Address: [Branch Address, City, State, Zip Code]
Account Type: [e.g., Escrow/Savings]
Current Interest Rate: [Percentage]%

The total amount currently held on your behalf is \$[Amount].

No action is required on your part. This deposit will continue to be held in accordance with the terms of your lease agreement and applicable law.

Sincerely,

[Landlord Signature]

[Landlord Printed Name]