

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Notice of Security Deposit Location

Dear [Tenant Name],

In accordance with state law and your lease agreement dated [Lease Start Date], this letter serves as formal notification regarding the holding of your security deposit.

Your security deposit in the amount of \$[Amount] is being held in a separate account at the following financial institution:

Bank Name: [Name of Bank]

Bank Address: [Address of Bank Branch]

Account Type: [Checking/Savings/Escrow]

Interest Rate: [Rate]% (if applicable)

These funds will be held for the duration of your tenancy as security for your performance under the lease terms. The funds will be handled in accordance with the laws of the State of [State Name].

If you have any questions regarding this notice, please contact our office.

Sincerely,

[Property Manager Name]

[Property Management Company Name]

[Phone Number]