

**Date:** [Date]

**To:** [Tenant Name]

**Forwarding Address:** [Tenant Forwarding Address]

**Subject: Notice of Delay in Security Deposit Return**

Dear [Tenant Name],

This letter is regarding the security deposit held for the property located at [Property Address], which you vacated on [Move-out Date].

Upon inspection of the premises, certain damages beyond normal wear and tear were identified. These items include:

- [Description of damage 1]
- [Description of damage 2]
- [Description of damage 3]

We are currently awaiting final invoices from third-party contractors/vendors to determine the exact cost of these repairs. As a result, we are unable to provide a final reconciliation of your security deposit at this moment.

Please accept this as formal notice that the final accounting and any remaining refund will be sent to you as soon as the repair costs are finalized. We anticipate having this information by [Estimated Date].

Thank you for your patience and cooperation.

Sincerely,

[Landlord/Manager Name]

[Company Name, if applicable]

[Phone Number]

[Email Address]