

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Tenant's Name]
[Tenant's Forwarding Address]
[City, State, Zip Code]

RE: Notice of Delayed Security Deposit Return - Bank Processing Error

Dear [Tenant's Name],

This letter is to formally notify you regarding a delay in the processing of your security deposit return for the property located at [Rental Property Address].

While the refund of \$[Amount] was initiated on [Date], I have been informed by [Bank Name] that a processing error has occurred. Due to this technical issue on the bank's end, the funds may not have reached your account or the check may have been delayed in transit.

I am working closely with the financial institution to resolve this matter immediately. The bank expects the issue to be rectified by [Date]. You should receive your full deposit plus any applicable interest via [Check/Direct Deposit] no later than [New Expected Date].

I apologize for this inconvenience, as it was my intention to have these funds to you within the legal timeframe. Thank you for your patience while this banking error is corrected.

If you have any questions, please contact me at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]