

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

[Date]

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

Re: Notice of Delayed Security Deposit Itemization and Return

Dear [Tenant's Name],

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

Please be advised that the final processing of your security deposit is currently underway. However, we have encountered a delay in finalizing the itemization due to the following reason(s):

- [Reason 1: e.g., Awaiting final repair invoices from external contractors]
- [Reason 2: e.g., Extensive cleaning or damage assessment requirements]
- [Reason 3: e.g., Delayed utility final readings]

We are working to resolve these matters as quickly as possible. We estimate that the finalized statement and any applicable refund will be mailed to your forwarding address by [Expected Date].

We appreciate your patience during this extended inspection and accounting process. If you have any questions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]
[Landlord/Property Manager Title]