

Date: [Date]

To:

[Landlord or Property Manager Name]

[Address]

[City, State, Zip Code]

From:

[Your Name]

[Names of Co-Tenants]

[Forwarding Address]

[City, State, Zip Code]

Subject: Notice of Delayed Security Deposit Return - [Property Address]

Dear [Landlord or Property Manager Name],

We are writing regarding the security deposit for the lease agreement at [Property Address], which terminated on [Lease End Date]. As joint tenants, we officially vacated the premises and returned the keys on [Date].

According to [State/Local] law, the security deposit and/or a detailed itemization of any deductions must be returned within [Number of Days] days of the termination of the tenancy. As of today, [Number of Days] days have passed, and we have not yet received our refund or an explanation for the delay.

Please note that per our joint tenancy agreement, the refund should be issued as follows: [Choose one: "A single check made payable to all tenants" OR "Individual checks split equally among all tenants"].

We request that you process the return of our security deposit in the amount of \$[Total Amount] immediately to the forwarding address listed above. If we do not receive the funds or a written accounting of deductions by [Date], we will be forced to pursue further legal action to recover the full amount, which may include statutory damages or court costs.

We look forward to resolving this matter promptly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Co-Tenant Signature]

[Co-Tenant Printed Name]

[Co-Tenant Signature]
[Co-Tenant Printed Name]