

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

[Date]

[Tenant's Name]
[Tenant's New Address - if known, otherwise send to last known address/email]

Re: Security Deposit for [Rental Property Address]

Dear [Tenant's Name],

I am writing regarding the return of your security deposit for the property located at [Rental Property Address], which you vacated on [Move-out Date].

As of today's date, I have not yet received a formal forwarding address from you. This has caused a delay in processing and mailing your security deposit refund and/or the itemized statement of deductions as required by law.

Please provide your current mailing address as soon as possible so that I can finalize the accounting and issue any funds due to you. You may send this information via email at [Your Email] or via text at [Your Phone Number].

Once I receive your address, I will promptly mail your deposit documents.

Sincerely,

[Your Signature]
[Your Printed Name]