

[Date]

[Tenant Name]

[Tenant Forwarding Address]

[City, State, Zip Code]

Subject: Delay in Security Deposit Processing - Missing Signature

Dear [Tenant Name],

We are currently processing the return of your security deposit for the property located at [Rental Property Address].

However, we are unable to issue the funds at this time because your signature is missing from the following document(s):

- [Name of Document, e.g., Move-out Inspection Report]
- [Name of Document, e.g., Security Deposit Release Form]

To avoid further delays, please sign the attached document and return it to our office via [Email/Mail/In-Person]. Once we receive the signed paperwork, we will issue your refund within [Number] business days.

If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]