

**Date:** [Current Date]

**To:** [Tenant Name]

**Address:** [Forwarding Address]

**City, State, Zip:** [City, State, Zip Code]

**Subject: Notification of Security Deposit Delay - Pending Final Utility Bills**

Dear [Tenant Name],

This letter is to inform you regarding the status of your security deposit for the property located at [Rental Property Address], which you vacated on [Move-out Date].

While we have completed the physical inspection of the premises, we are currently unable to finalize the accounting of your security deposit. We are awaiting the final closing invoices from the utility providers, specifically for [List Utilities, e.g., Water, Electricity, Gas].

As per the terms of your lease agreement, these outstanding balances must be verified and deducted from the deposit to ensure all accounts are settled. We anticipate receiving these final bills by [Expected Date].

Once the final bills are received and processed, we will send the remaining balance of your security deposit, along with an itemized statement of deductions, to your forwarding address provided above.

Thank you for your patience and cooperation during this process.

Sincerely,

[Landlord or Property Manager Name]

[Company Name, if applicable]

[Phone Number]

[Email Address]