

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

[Date]

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

RE: Notice of Delayed Security Deposit Return - Property Damage Assessment

Dear [Tenant Name],

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

Please be advised that during the move-out inspection conducted on [Inspection Date], significant damages were identified that exceed normal wear and tear. Specifically, the following areas require professional assessment and repair estimates:

- [Description of damage 1]
- [Description of damage 2]
- [Description of damage 3]

Due to the extent of these damages, we are currently awaiting final quotes from licensed contractors to determine the exact cost of repairs. Consequently, the final reconciliation and return of your security deposit (minus lawful deductions) will be delayed.

We are working to expedite this process. You will receive a final itemized statement and any remaining balance of your deposit as soon as the repair costs are finalized, no later than [Date according to local law].

If you have any questions regarding this notice, please contact me at [Phone Number].

Sincerely,

[Landlord Signature]

[Landlord Printed Name]