

[Landlord/Property Manager Name]
[Address]
[City, State, Zip Code]
[Date]

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

Re: Security Deposit for [Rental Property Address]

Dear [Tenant Name],

This letter is to inform you that there will be a slight delay in the processing and return of your security deposit regarding the property located at [Rental Property Address].

The delay is due to the following reason(s):

[Insert reason, e.g., waiting for final utility invoices, pending contractor estimates for repairs, or administrative delays].

We are working to resolve this as quickly as possible. We anticipate that the itemized statement and any applicable refund will be sent to your forwarding address by [Expected Date].

We apologize for any inconvenience this may cause. If you have any questions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Printed Name]