

**Notification of Forwarding Address For Return of Security Deposit**

Date:

To:

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In re: Forwarding Address For Return of Security Deposit sent via certified mail  
return receipt requested

Dear Sir:

I am presently a tenant of your property located at:

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I am planning to vacate the apartment on \_\_\_\_\_(date). At that time, I will be returning all keys to the premises in my possession. Pursuant to our previous agreement, the amount of \_\_\_\_\_ was paid to you as a security deposit. Upon our vacating of the premises at the end of the rental term, please forward this security deposit to the following address:

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Very truly yours,

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Tenant