

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

[Date]

[Landlord or Property Manager Name]
[Property Management Company Name]
[Office Address]
[City, State, Zip Code]

Subject: Notice of Forwarding Address for Security Deposit Return

Dear [Landlord or Property Manager Name],

I am writing to formally notify you that my lease for the property located at [Rental Property Address] will expire on [Lease End Date]. I will be vacating the premises on or before that date.

Please use the following address for all future correspondence, including the return of my security deposit and any itemized statement of deductions as required by law:

[New Street Address]
[City, State, Zip Code]

I would like to schedule a final move-out inspection on [Date] at [Time]. Please let me know if this time works for you or if we need to arrange an alternative.

Thank you for your cooperation during my tenancy.

Sincerely,

[Your Signature]

[Your Printed Name]