

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

[Date]

[Landlord or Property Manager Name]
[Landlord's Address]
[City, State, Zip Code]

RE: Follow-up on Security Deposit for [Former Property Address]

Dear [Landlord or Property Manager Name],

I am writing to follow up on the status of my security deposit for the property located at [Former Property Address], which I vacated on [Date of Move-Out].

As of today, it has been [Number] days since I returned the keys and provided my forwarding address. According to [State/Local] law, the security deposit and/or an itemized list of deductions should have been sent within [Number] days.

Please confirm the status of the transfer. For your convenience, my forwarding address is:

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

If the deposit has already been mailed or initiated via electronic transfer, please provide a tracking number or confirmation receipt. If there are any issues delaying this process, please let me know immediately.

I look forward to receiving the funds by [Date]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]