

Date: [Date]

To: [Tenant Name]

Current Address: [Current Property Address]

Subject: Formal Request for Forwarding Address

Dear [Tenant Name],

As your lease agreement for the property located at [Property Address] is set to expire on [Move-out Date], I am writing to formally request your new forwarding address.

A valid forwarding address is required for the following purposes:

- The return of your security deposit (less any lawful deductions).
- The delivery of the itemized statement of deposit repairs or cleanings, if applicable.
- The forwarding of any mail or packages that may arrive at the property after your departure.

Please provide this information by completing the section below and returning this letter to me, or by sending the details via email to [Your Email Address].

Forwarding Address Details:

Street Address: _____
City, State, Zip: _____
Phone Number: _____

Thank you for your prompt attention to this matter and for your cooperation during your tenancy.

Sincerely,

[Your Name/Landlord Name]

[Your Phone Number]

[Your Mailing Address]