

Student resources – Web enabled or printable
Please note my Forwarding Address

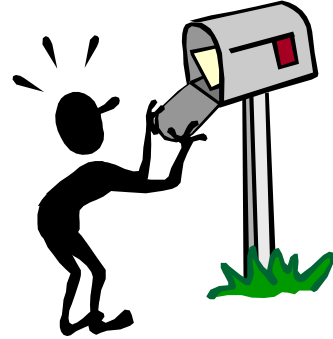
TO: Landlord

FROM: Tenant

RE: Forwarding Address

DATE:

Dear (Landlord):



I am writing to provide you with my forwarding address, where you can mail my security deposit and list of damages. It is my understanding that a list of damages and the remainder of my deposit must be mailed to me within 30 days of the end of my tenancy, which was (date) , as you are well aware. I also realize that I have a seven day period to alert you if I wish to dispute any damages you hold me responsible for.

My forwarding address is:

Sincerely,

(your name)