

Sample Letter / Notice of Forwarding Address:

TO: **Landlord's Name**

FROM: **Tenant's Name**

RE: **Address of Rental Unit**

DATE:

Dear **(whom it may concern)**:

The purpose of this letter is to notify you of my forwarding address to which you may send my security deposit and /or a list of damages. I understand that such a list, plus a check for the unclaimed portion of my deposit, must be mailed to me within 30 days of the end of the tenancy which, as you are aware, was on _____. I further understand that I will have seven days in which to respond if I dispute your claim of damages.

The forwarding address where you may reach me is:
Insert New Address Here

Sincerely,

(Your name)