

*Your Name*  
*Your Address*

*Date*

*Landlord's Name*  
*Landlord's Address*

Dear *{Enter Landlord's Name}*:

Pursuant to 68 P.S. §250-512(e), I am providing you with the following forwarding address in writing:

*{Enter Name Street Address City/State/Zip}*

My lease terminates on *{enter date}*. I will be available for a final inspection of the unit at your convenience during the last week of *{enter date}*. Please contact me to arrange a time for the inspection.

Please forward my full deposit or a list of any damages claimed to be due with a refund of the balance of my security deposit together with accrued interest to the above address within the legal time limit of 30 days.

Sincerely,  
*Your Signature*  
Print Your Name  
Your Contact Information