

[Sender's Name]

[Sender's Address]

[Date]

[Tenant's Name]

[Tenant's Address]

Dear [Ms.] [Name of the tenant],

For seven years, you have rented my apartment and I sincerely thank you for that. You have all the qualities that a good tenant should have. Now, that you are moving out, I want to inform you that I will be returning the money you have deposited as a security deposit. You will be receiving the cheque next week.

I also take this opportunity to thank you for being a well-mannered and loyal tenant. Another thing that I want to mention is that you took great care of the plants kept on the balcony. I sincerely thank you for that. I wish you all the best for your future. Again, thank you for renting my apartment for all these years.

Yours sincerely,

[Your Name]

[Email Address]

[Contact Number]

[Signature]

