{% for user in users %}

{{ user.name.full() }}

{% endfor %}

{{ users[0].address.line\_one() }}

{{ users[0].address.line\_two() }}

{{ users[0].phone\_number }}

{{ today() }}

{{ other\_parties[0] }}

{{ other\_parties[0].address.block() }}

{{ other\_parties[0].phone\_number }}

**Re: Return of Security deposit from {{ rental\_address.on\_one\_line() }}**

Dear {{ other\_parties[0].name.full() }},

On {{ vacation\_date }}, {{ 'we' if True else 'I' }} vacated {{ rental\_address.on\_one\_line() }}. On {{ notification\_date }}, {{ 'we' if True else 'I' }} {{ type\_of\_delivery }} {{ 'our' if True else 'my' }} forwarding address to you. {{ 'Our' if True else 'My' }} forwarding address is {{ forwarding\_address.on\_one\_line() }}.

According to Michigan law, you have 30 days from our move-out date to return our security deposit to us or give us an itemized list of damages and the remaining balance of our security deposit.

The total of the security deposit is ${{ deposit\_amount }}. If we do not hear from you in two weeks, or receive a check for the amount of the security deposit, we will be forced to file a suit in Small Claims Court to recover our money. We hope to hear from you soon.

Sincerely,

{% for user in users %}

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                 {{ user.name.full() }}

{% endfor %}

**Sign the Letter**

**Sign** the letter above your name at the **bottom** of the letter. If you included other tenants on the letter, **have them sign** it above their names at the bottom of the letter too.

**Send the Letter to Your Landlord**

You can send this letter by **certified** **mail** with a return receipt or by **regular** mail.  
When you send your landlord a letter by certified mail and request a return receipt, you get a **receipt** showing that your letter was delivered. This receipt proves that your landlord got your letter. But, sending a letter this way can cause a **delay** before your landlord gets the letter, because your landlord (or someone who works for your landlord) has to receive it **in person**. The mail carrier cannot leave it in your landlord’s mailbox.

If you want to send this letter to your landlord by certified mail and request a return receipt, you should take your letter to the **post office** and fill out the forms for this kind of delivery. There will be an **extra charge**. Once your letter has been delivered, you will get a **green postcard** (the return receipt) in the mail.  **Keep that green postcard** as proof that your landlord got your letter.

If your landlord **does not** accept the letter, the post office will mail it back to you. You should **keep** this returned letter in case you need to prove that you ***tried*** to send the letter to your landlord. You should also then send another copy of your letter to your landlord by regular mail.