**Text

Description automatically generated with low confidence**

Congratulations {{ users[0].name.full() }}! You have completed the interview to Write a Do-It-Yourself Letter to Landlord to get back your security deposit. The rest of the pages in this packet are your letter to {{ other\_parties }}.

## Next steps

1. Sign the letter above your name at the bottom of the page.
2. If you included other tenants in the letter, have them sign too above their names at the bottom of the page.

## How do I send my letter?

Read over the letter below one more time. Make sure everything is correct. Then, you can send it in **two ways:**

1. You can send this letter by **certified mail** with a **return receipt**;
2. You can send this letter by **regular mail** (you will not receive any return receipt).

## Why send the letter by **certified** mail?

When you send certified mail, you get a **return** **receipt**. This receipt proves that {{ other\_parties }} got your letter. But, sending a letter this way can cause a **delay** before {{ other\_parties }} gets the letter because {{ other\_parties }} (or someone who works for {{ other\_parties }}) has to receive it **in person**. The mail carrier cannot leave it in {{ other\_parties }}’s mailbox.

## How do I send **certified** mail?

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.

## What happens if {{ other\_parties }} does not accept the letter?

If {{ other\_parties }} **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 {{ other\_parties }}. You should also then send another copy of your letter to your landlord by regular mail.