To Whom It May Concern:

Re: **{insert Client name}**

This is to verify that **{insert Program name}** is assisting **{insert Client name}** with **$_X_** toward their security deposit for the apartment located at **{insert Address}**.

Please note that the United States Department of Housing and Urban Development (HUD) requires any portion of the security deposit to be returned once the tenant, as mentioned above, moves out should be remitted to **{insert Program name}**, not the tenant.

Please send security deposit funds to:

{insert Program name/address}

Please sign below indicating acknowledgment and agreement with the requirement that any remaining deposit funds be remitted to **{insert Program name}**.

Signature of tenant(s): _____ Date: _____

Signature of landlord/property manager: _____ Date: _____

Signature of **{designated Housing program staff}**:_____ Date: _____