**[Housing Assistance Program Name]**  
[Agency Address]  
[City, State, ZIP Code]  
[Phone Number]  
[Email Address]

[Date]

**[Landlord’s Name]**  
[Landlord’s Address]  
[City, State, ZIP Code]

**Re: Security Deposit for [Tenant Name] – [Unit Address]**

Dear [Landlord’s Name],

We are writing to formally notify you that, in accordance with the [Housing Assistance Program Name] rules, the security deposit for the rental unit located at [Unit Address] must be returned to [Housing Assistance Program Name] at the termination or nonrenewal of the lease, as required under Louisiana law.

Please find the details of the security deposit and lease terms below:

* **Tenant Name:** [Tenant Name]
* **Unit Address:** [Unit Address]
* **Amount of Security Deposit:** $[Amount]
* **Lease Dates:** From [Start Date] to [End Date], **Auto-renewal:** [Yes or NO]

Under Louisiana law (Louisiana Civil Code Art. 2720), the landlord is required to return the full security deposit, less any lawful deductions, to the tenant or the designated payee (in this case, [Housing Assistance Program Name]) within **30 days** after the tenant has vacated the rental property. Please ensure that the deposit is returned to our agency promptly within this 30-day period.

The security deposit should be mailed to:

**[Housing Assistance Program Name]**  
[Agency Address]  
[City, State, ZIP Code]

If any deductions are made from the deposit, Louisiana law requires that an itemized list of the damages and the corresponding costs be provided to the tenant or payee within the same 30-day period.

Should you have any questions or require further information, please do not hesitate to contact us at [Housing Assistance Program Phone Number] or [Housing Assistance Program Email Address]. Thank you for your cooperation in ensuring the timely and lawful return of the security deposit.

Sincerely,  
[Your Name]  
[Your Title]  
[Housing Assistance Program Name]