

[CURRENT DATE]

[NAME OF TENANT(S)]
[FORWARDING ADDRESS OF TENANT]
[CITY, STATE ZIP]

Dear Tenant(s):

As you are aware, RE/MAX Center represents [OWNER(S) NAMES], Owner(s) of the property at [FULL PROPERTY ADDRESS]. We are holding a security deposit in our escrow account in the amount of \$[SECURITY DEPOSIT AMOUNT]. This is to advise you, pursuant to the provisions of section 44-7-34, Official Code of Georgia Annotated that the full security deposit is being refunded to you.

Sincerely,

RE/MAX Center

Agent for Owner(s)
[OWNER(S) NAMES]

Copy of letter sent U.S. First Class Mail