

Date: [Current Date]

To:

[Tenant Name]

[Tenant's New Address]

[City, State, Zip Code]

From:

[Landlord/Manager Name]

[Property Address/Business Name]

Subject: Notice of Security Deposit Deduction

Dear [Tenant Name],

This letter is regarding the security deposit of \$[Original Deposit Amount] held for the property located at [Rental Address]. Following your move-out on [Move-out Date], an inspection was conducted to assess the condition of the unit.

Based on the inspection, the following deductions have been made from your deposit:

- [Item Description 1]: \$[Amount]
- [Item Description 2]: \$[Amount]
- [Item Description 3]: \$[Amount]

Total Deductions: \$[Total Deductions Amount]

After subtracting these costs from your initial deposit, the remaining balance is \$[Amount to be Refunded].

Please find the enclosed check for the remaining balance. If you have any questions regarding these deductions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Signature]

[Printed Name]