

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Confirmation of Security Deposit and Fees Paid

Dear [Tenant Name],

This letter serves as formal confirmation that we have received the security deposit and initial fees regarding the lease agreement for the property located at **[Property Address]**.

We acknowledge receipt of the following payments:

- **Security Deposit:** \$[Amount]
- **Pet Deposit (if applicable):** \$[Amount]
- **Non-Refundable Cleaning Fee:** \$[Amount]
- **First Month's Rent:** \$[Amount]
- **Other Fees ([Specify]):** \$[Amount]

Total Amount Received: \$[Total Amount]

The security deposit will be held in accordance with the terms of your lease agreement and local landlord-tenant laws. This deposit is intended to cover any potential damages to the premises or unpaid rent at the end of your tenancy. A move-in inspection report has been attached/provided to document the current condition of the unit.

Please keep this letter for your personal records.

If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Landlord or Property Manager Name]

[Company Name]

[Signature]