

Date: [Date]

Subject: Security Deposit Receipt for [Property Name/Address]

Dear [Guest Name],

This letter serves as formal confirmation that we have received your security deposit for your upcoming stay at [Property Address].

Receipt Details:

- **Guest Name:** [Guest Name]
- **Reservation Dates:** [Check-in Date] to [Check-out Date]
- **Security Deposit Amount:** \$[Amount]
- **Date Received:** [Date]
- **Payment Method:** [Credit Card / Bank Transfer / Cash / App]

Terms of Deposit:

This deposit is held to cover any potential damages to the property, missing items, or excessive cleaning requirements incurred during your stay. If the property is left in the condition agreed upon in the rental contract, the full amount will be refunded to you within [Number] days of your departure.

The refund will be issued via [Method of Refund].

Thank you for choosing our property. We look forward to hosting you.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]