

Date: [Date]

From:

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]

To:

[Tenant Name]
[Forwarding Address]
[City, State, Zip Code]

Subject: Itemized Statement of Security Deposit Deductions

Dear [Tenant Name],

This letter concerns the security deposit held for the property located at: [Rental Property Address].

Your lease ended on [Move-out Date]. Below is a detailed list of deductions made from your original security deposit for cleaning, repairs, or unpaid balances beyond normal wear and tear.

Description of Damage/Service	Amount Deducted
Original Security Deposit Amount	\$ [Amount]
[Description: e.g., Professional Carpet Cleaning]	\$ [Amount]
[Description: e.g., Repair hole in bedroom wall]	\$ [Amount]
[Description: e.g., Unpaid Utilities/Rent]	\$ [Amount]
Total Deductions	\$ [Total Deductions]
Total Refund Amount Due	\$ [Remaining Balance]

Enclosed, please find a check for the remaining balance of \$ [Remaining Balance]. Copies of receipts or invoices for the repairs mentioned above are attached to this letter.

If you have any questions regarding these deductions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord Signature]

[Landlord Printed Name]