

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

[Date]

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

Subject: Itemized Statement of Security Deposit Refund

Dear [Tenant Name],

This letter concerns the security deposit held for the property located at: **[Rental Property Address]**. Your lease ended on [Lease End Date] and the premises were vacated on [Move-out Date].

Below is an itemized statement regarding the disposition of your security deposit:

Description	Amount
Total Security Deposit Received	[\$[Amount]]
Pet Deposit (if applicable)	[\$[Amount]]
Gross Deposit Total	[\$[Total Deposit]]

Deductions:

Reason for Deduction	Amount Deducted
Unpaid Rent/Utilities	[\$[Amount]]
Cleaning Fees	[\$[Amount]]
Repairs (Beyond Normal Wear and Tear)	[\$[Amount]]
Other: [Specify]	[\$[Amount]]
Total Deductions	[\$[Total Deductions]]

Total Refund Amount: \$[Refund Amount]

Enclosed is a check for the remaining balance of your security deposit. If you have any questions regarding these deductions, please contact me within [Number] days.

Sincerely,

[Landlord Signature]

[Landlord Printed Name]