

Date: [Date]

To:

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

From:

[Landlord/Manager Name]
[Address]
[Phone Number]

Subject: Security Deposit Settlement for [Rental Property Address]

Dear [Tenant Name],

This letter is to provide a final statement regarding the security deposit held for your tenancy at [Rental Property Address], which ended on [Move-Out Date].

Deposit Summary:

- Total Security Deposit Received: \$[Amount]
- Other Deposits (Pet/Key/Etc.): \$[Amount]
- **Total Deposit Held: \$[Total Deposit]**

Itemized Deductions:

Description of Charge	Amount
Unpaid Rent/Late Fees	[\$[Amount]]
Cleaning Fees	[\$[Amount]]
Repairs (Beyond Normal Wear and Tear)	[\$[Amount]]
Other: [Description]	[\$[Amount]]
Total Deductions:	[\$[Total Deductions]]

Final Calculation:

Total Deposit Held: \$[Total Deposit]
Minus Total Deductions: - \$[Total Deductions]
Total Amount Refunded: \$[Refund Amount]

[Select one option below]

[] Please find the enclosed check for the remaining balance of \$[Refund Amount].

The remaining balance has been sent to you via [Electronic Payment Method].

There is no refund due. A balance of \$[Amount Due] remains outstanding. Please remit payment by [Date].

If you have any questions regarding this statement, please contact me in writing within [Number] days.

Sincerely,

[Signature]

[Printed Name]