

Date: [Date]

[Tenant Name]

[Tenant's New Address]

[City, State, Zip Code]

Subject: Security Deposit Refund and Inspection Results

Dear [Tenant Name],

This letter is regarding the move-out inspection conducted on [Date] for the property located at [Rental Property Address].

Based on the inspection, the status of your security deposit is as follows:

Total Security Deposit Held: \$[Amount]

Total Deductions: \$[Amount]

Total Refund Amount: \$[Amount]

Itemized Deductions (if applicable):

- [Description of Repair/Cleaning] - \$[Cost]
- [Description of Repair/Cleaning] - \$[Cost]
- [Unpaid Rent/Utilities] - \$[Cost]

Please find the check for the refund amount enclosed with this letter. If the refund is being issued via electronic transfer, it will be processed by [Date].

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

Sincerely,

[Landlord or Property Manager Name]

[Company Name, if applicable]