

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: Notice of Security Deposit Refund

Dear [Tenant Name],

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

Following your move-out on [Move-out Date] and the subsequent inspection of the premises, we have calculated your security deposit refund as follows:

Original Security Deposit Amount: \$[Amount]
Plus Interest (if applicable): \$[Amount]
Total Deposit Held: \$[Amount]

Itemized Deductions:

- Unpaid Rent: \$[Amount]
- Cleaning Fees: \$[Amount]
- Repairs (beyond normal wear and tear): \$[Amount]
- Other [Specify]: \$[Amount]

Total Deductions: \$[Amount]
Total Refund Amount: \$[Amount]

Enclosed, please find a check for the balance of \$[Refund Amount].

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

Sincerely,

[Your Signature]
[Your Printed Name]