

Date: [Date]

To:

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

Property Address: [Rental Property Address]

Dear [Tenant Name],

This letter is regarding the security deposit held by [Property Management Company Name] for the property listed above. Your lease ended on [Lease End Date] and the premises were vacated on [Move-out Date].

Below is a summary of the security deposit return:

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

Less Deductions:

- [Description of Repair/Cleaning 1]: \$[Amount]
- [Description of Repair/Cleaning 2]: \$[Amount]
- [Unpaid Rent/Utilities]: \$[Amount]
- **Total Deductions:** \$[Total Deductions]

Total Refund Amount: \$[Total Refund Amount]

Please find the enclosed check for the remaining balance. If there are no funds remaining or if there is a balance owed, please see the attached invoices for the work performed.

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

Sincerely,

[Name of Property Manager/Landlord]

[Property Management Company Name]