

SECURITY DEPOSIT DISPOSITION LETTER

Date: [Date]

To: [Tenant Name]

Forwarding Address: [Tenant Forwarding Address]

Re: Security Deposit for Property located at: [Rental Property Address]

Dear [Tenant Name],

This letter is regarding the security deposit held for the lease of the property mentioned above, which ended on [Move-out Date].

DEPOSIT SUMMARY:

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

DEDUCTIONS:

The following amounts have been deducted from your security deposit:

Description of Charge/Damage	Amount Deducted
[e.g., Unpaid Rent]	[\$[0.00]]
[e.g., Professional Cleaning]	[\$[0.00]]
[e.g., Repair to Living Room Wall]	[\$[0.00]]
Total Deductions:	[\$[Total Deductions]]

FINAL SETTLEMENT:

Total Deposit Credit: \$[Total Credit]

Minus Total Deductions: - \$[Total Deductions]

Amount Refunded: \$[Refund Amount]

[Select one option below]

A check for the refund amount is enclosed with this letter.

The refund has been sent via [Electronic Payment Method] on [Date].

No refund is due. The balance owed to the Landlord is: \$[Amount Owed]. Please remit payment by [Date].

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

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

[Landlord Address]