

**Date:** [Date]

**From:**

[Landlord/Company Name]

[Street Address]

[City, State, Zip Code]

**To:**

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

**Subject: Security Deposit Settlement and Itemization**

Dear [Tenant Name],

Regarding the property located at: [Rental Property Address].

This letter provides a detailed accounting of your security deposit following the termination of your lease on [Move-out Date].

**Deposit Summary:**

- Original Security Deposit Amount: \$[Amount]
- Other Deposits (Pet, etc.): \$[Amount]
- **Total Deposit Held: \$[Total Deposit]**

**Itemized Deductions:**

<b>Description of Charge/Damage</b>	<b>Amount Deducted</b>
[e.g., Unpaid Rent]	[\$[Amount]]
[e.g., Professional Cleaning Fee]	[\$[Amount]]
[e.g., Repair of hole in living room wall]	[\$[Amount]]
<b>Total Deductions:</b>	<b>[\$[Total Deductions]]</b>

**Refund Calculation:**

Total Deposit: \$[Total Deposit]

Minus Total Deductions: - \$[Total Deductions]

**Amount to be Refunded: \$[Refund Amount]**

[Select one option below]

A check for the refund amount of \$[Refund Amount] is enclosed with this letter.

The refund amount of \$[Refund Amount] has been sent via [e.g., Bank Transfer/Zelle/Portal] on [Date].

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

Sincerely,

[Signature]

[Printed Name]