

Date: [Date]

From:

[Landlord/Property Manager Name]

[Address]

[City, State, Zip Code]

To:

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

Re: Security Deposit Itemization for [Property Address]

Dear [Tenant Name],

This letter is regarding the security deposit held for your tenancy at [Property Address], which ended on [Move-out Date].

The original security deposit amount was: **[\$Amount]**

Below is an itemized list of deductions (if any) taken from your deposit:

Description of Charge	Amount
Unpaid Rent	[\$Amount]
Cleaning Fees	[\$Amount]
Repairs (beyond normal wear and tear)	[\$Amount]
Other: [Description]	[\$Amount]
Total Deductions	[\$Total Deductions]

Total Security Deposit Refund: [\$Refund Amount]

[Select one of the following options:]

- A check for the remaining balance is enclosed with this letter.
- The refund has been issued via [Electronic Method] on [Date].
- The deductions exceed the deposit amount. An additional balance of **[\$Amount]** is due by [Date].

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

Sincerely,

[Signature]

[Printed Name]