

Date: [Date]

To:

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

From:

[Landlord/Manager Name]
[Property Address/Business Address]
[Phone Number]

Subject: Security Deposit Settlement Statement

Dear [Tenant Name],

This letter is regarding the security deposit held for your recently vacated rental unit located at [Rental Property Address]. Below is an itemized statement of the deposit and any deductions made for repairs, cleaning, or unpaid fees beyond normal wear and tear.

Deposit Summary:

- Original Security Deposit Amount: \$[0.00]
- Other Deposits (Pet, Key, etc.): \$[0.00]
- **Total Deposit Held: \$[0.00]**

Itemized Deductions:

Description of Charge	Reason/Notes	Amount
[e.g., Unpaid Rent]	[Details]	\$[0.00]
[e.g., Professional Cleaning]	[Details]	\$[0.00]
[e.g., Wall Repair/Painting]	[Details]	\$[0.00]
Total Deductions:		\$[0.00]

Final Settlement:

Total Deposit Held: \$[0.00]
Minus Total Deductions: - \$[0.00]
Net Refund Amount: \$[0.00]

[Select one option below]

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

The net refund has been processed via [Electronic Method] and should appear in your account shortly.

No refund is due. The balance of \$[0.00] is currently owed to the landlord. Please remit payment by [Date].

If you have any questions regarding this statement, please contact me in writing at the address provided above.

Sincerely,

[Landlord/Manager Signature]

[Printed Name]