

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

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

RE: Notice of Security Deposit Deduction

Dear [Tenant Name],

This letter is regarding the security deposit held for the property located at [Rental Property Address]. Following your move-out on [Date], an inspection of the premises was conducted.

While the property was generally left in good condition, additional professional cleaning was required to return the unit to the state it was in at the commencement of your lease, excluding normal wear and tear. Specifically, the following areas required attention:

- [Description of cleaning needed, e.g., Professional carpet steam cleaning]
- [Description of cleaning needed, e.g., Deep clean of oven and refrigerator]
- [Description of cleaning needed, e.g., Removal of trash and debris]

Financial Summary:

Original Security Deposit Amount:	[\$[Amount]]
Cleaning Fee Deduction:	- \$[Amount]
Other Deductions (if any):	- \$[Amount]
Total Amount Returned:	[\$[Amount]]

Please find enclosed a check for the remaining balance of \$[Amount]. Attached to this letter, you will find copies of the receipts and invoices for the cleaning services performed.

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

Sincerely,

[Landlord Signature]

[Landlord Printed Name]