

Date: [Date]

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

Re: Security Deposit Itemization and Return

Dear [Tenant Name],

This letter is regarding the security deposit held for the property located at [Rental Property Address]. Following the eviction and your departure on [Date], we have completed an inspection of the premises.

Your initial security deposit amount was: \$[Amount]

The following deductions have been made due to damages beyond normal wear and tear and/or outstanding balances:

- [Description of Damage/Unpaid Rent]: \$[Amount]
- [Description of Damage/Unpaid Rent]: \$[Amount]
- [Description of Damage/Unpaid Rent]: \$[Amount]
- [Cleaning Fees]: \$[Amount]

Total Deductions: \$[Total Amount]

[Select one of the following options:]

A check for the remaining balance of \$[Balance Amount] is enclosed.

There is no remaining balance to be returned.

There is an outstanding balance of \$[Owed Amount] still due to the landlord. Please pay this within [Number] days.

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

Sincerely,

[Landlord/Manager Name]
[Company Name, if applicable]
[Address]