

**Date:** [Date]

**To:** [Tenant Name]

**Address:** [Tenant Forwarding Address]

**City, State, Zip:** [City, State, Zip]

**Re: Final Account Statement for Property:** [Rental Property Address]

Dear [Tenant Name],

This letter serves as a formal statement regarding the disposition of your security deposit following your move-out on [Move-out Date].

**Account Summary:**

- Total Security Deposit Held: \$[Amount]
- Pet Deposit (if applicable): \$[Amount]
- Interest (if applicable): \$[Amount]
- **Total Credits: \$[Total Credit Amount]**

**Itemized Deductions:**

Description of Charge	Amount
Unpaid Rent / Utilities	\$[Amount]
Cleaning Fees	\$[Amount]
Repairs (Beyond Normal Wear and Tear)	\$[Amount]
Other: [Description]	\$[Amount]
<b>Total Deductions:</b>	<b>\$[Total Deduction Amount]</b>

**Final Balance:**

Total Credits: \$[Total Credit Amount]

Minus Total Deductions: - \$[Total Deduction Amount]

**Remaining Refund Amount: \$[Final Refund Amount]**

[Select one of the following options:]

Please find the check for the remaining refund amount enclosed with this letter.

A payment of \$[Final Refund Amount] has been initiated via [Electronic Method].

As the total deductions exceed the deposit amount, there is a balance due of \$[Amount Due]. Please submit payment by [Date].

If you have any questions regarding these items, please contact me within [Number] days.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]