

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

[Date]

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

Re: Itemized Security Deposit Settlement

Dear [Tenant Name],

This letter is regarding the security deposit held for the property located at: [Rental Property Address].

The total security deposit amount held was: \$[Amount]

Below is an itemized list of deductions for repairs, cleaning, or unpaid fees beyond normal wear and tear:

- [Description of Item 1]: \$[Amount]
- [Description of Item 2]: \$[Amount]
- [Description of Item 3]: \$[Amount]
- [Unpaid Rent/Late Fees]: \$[Amount]

Total Deductions: \$[Total Deductions]

After subtracting the deductions from your initial deposit, the remaining balance is: **\$[Remaining Amount]**.

[Select one option below]

A check for the remaining balance is enclosed with this letter.

The remaining balance has been sent to you via [Electronic Payment Method].

There is a remaining balance due to the landlord in the amount of: \$[Amount]. Please remit payment by [Date].

Sincerely,

[Landlord Signature]

[Landlord Printed Name]