

Date: [Date]

To: [Tenant Name]

Forwarding Address: [Tenant Forwarding Address]

Subject: Notice of Security Deposit Deduction - Lease Termination Penalty

Dear [Tenant Name],

This letter serves as formal notification regarding the disposition of your security deposit for the property located at [Rental Property Address].

Per your early termination of the lease agreement dated [Lease Start Date], which was scheduled to expire on [Lease End Date], a lease break penalty has been applied as outlined in the terms of your contract.

Security Deposit Accounting:

- **Original Security Deposit Amount:** \$[Amount]
- **(Minus) Lease Break Penalty/Early Termination Fee:** \$[Amount]
- **(Minus) Other Deductions (Unpaid Rent/Damages):** \$[Amount]
- **Total Amount Refunded:** \$[Amount]

Please find the enclosed check for the remaining balance of \$[Remaining Amount].

If you have any questions regarding these deductions, please contact me in writing at [Your Email/Address] within [Number] days.

Sincerely,

[Landlord/Manager Name]

[Phone Number]