

Date: [Date]

To:

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

From:

[Landlord/Manager Name]
[Address]
[City, State, Zip Code]

Subject: Itemized Security Deposit Deduction Statement

Dear [Tenant Name],

This letter concerns the security deposit held for the property located at **[Rental Property Address]**, which you vacated on **[Move-out Date]**.

Your total security deposit was: \$[Total Deposit Amount]

After inspecting the premises, we have identified the following damages or maintenance issues beyond normal wear and tear. As per the terms of your lease agreement, the following repair costs have been deducted from your deposit:

Description of Repair/Maintenance	Amount Deducted
[Example: Repair of hole in bedroom wall]	[\$[Amount]]
[Example: Professional cleaning of kitchen appliances]	[\$[Amount]]
[Example: Replacement of broken window blind]	[\$[Amount]]
Total Deductions:	[\$[Total Deductions]]

Remaining Balance Refunded: \$[Balance Amount]

[Select one: A check for the remaining balance is enclosed / The balance has been transferred to your provided bank account.]

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

Sincerely,

[Signature]
[Printed Name]