

**Date:** [Date]

**To:**

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

**From:**

[Landlord/Manager Name]  
[Property Address]  
[Phone Number]

**Subject: Security Deposit Settlement Statement**

Dear [Tenant Name],

This letter is regarding the move-out inspection conducted on [Date] for the property located at [Rental Property Address].

Below is a summary of the security deposit settlement:

- **Total Security Deposit Received:** \$[Amount]
- **Plus Interest (if applicable):** \$[Amount]

**Itemized Deductions:**

<b>Description of Damage/Cleaning/Unpaid Rent</b>	<b>Amount Deducted</b>
[Example: Carpet cleaning - Living room]	[\$[Amount]]
[Example: Repair hole in bedroom wall]	[\$[Amount]]
[Example: Unpaid utilities/rent]	[\$[Amount]]
<b>Total Deductions:</b>	<b>[\$[Total Deductions]]</b>

**Final Summary:**

- **Total Deposit Amount:** \$[Amount]
- **Less Total Deductions:** -[\$[Total Deductions]]
- **Remaining Refund Amount:** \$[Refund Amount]

[Select one of the following options:]

[ ] A check for the remaining refund amount of \$[Refund Amount] is enclosed with this letter.  
[ ] As the deductions exceed the security deposit, there is a remaining balance due of \$[Amount Due]. Please send payment to the address listed above by [Date].

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

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]