

Date: [Date]

To:

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

From:

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

Subject: Itemized Statement of Security Deposit and Partial Refund

Dear [Tenant Name],

Regarding your tenancy at [Rental Property Address], which terminated on [Lease End Date].

Your total security deposit held was: \$[Amount]

As per the terms of your lease agreement and local laws, the following deductions have been made from your deposit:

Description of Damage/Charge	Amount Deducted
[Example: Cleaning Fee]	[\$[Amount]]
[Example: Repair of hole in living room wall]	[\$[Amount]]
[Example: Unpaid Utilities]	[\$[Amount]]
Total Deductions:	[\$[Total Deduction Amount]]

Total Refund Amount: \$[Refund Amount]

Please find the enclosed check for the remaining balance. Copies of receipts or estimates for the repairs listed above are attached to this letter.

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

Sincerely,

[Signature]
[Printed Name]