

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Security Deposit Refund for [Rental Property Address]

Dear [Tenant's Name],

This letter is regarding the security deposit in the amount of \$[Total Deposit Amount] held for the lease of the property located at [Rental Property Address], which ended on [Lease End Date].

After inspecting the premises, we have identified damages that exceed normal wear and tear. As a result, the following deductions have been made from your security deposit:

Description of Damage/Repair	Amount Deducted
[Item 1: e.g., Broken window in bedroom]	[\$Amount]
[Item 2: e.g., Large hole in living room drywall]	[\$Amount]
[Item 3: e.g., Professional carpet cleaning for pet stains]	[\$Amount]
Total Deductions:	[\$Total Deductions]

Original Deposit Amount: \$[Total Deposit Amount]

Total Deductions: \$[Total Deductions]

Remaining Refund Amount: \$[Refund Amount]

[Select one of the options below]

[Option A: A check for the remaining balance of \$[Refund Amount] is enclosed with this letter.]

[Option B: The remaining balance of \$[Refund Amount] has been sent to you via [Electronic Payment Method] on [Date].]

[Option C: The cost of repairs exceeds your security deposit. Please find the attached invoices. An additional payment of \$[Amount Owed] is due by [Date].]

Copies of receipts and estimates for the work performed are attached for your records.

Sincerely,

[Your Signature]

[Your Printed Name]