

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

[Date]

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

**RE: Notice of Itemized Security Deposit Deductions**

Dear [Tenant Name],

This letter is regarding the security deposit held for the property located at [Rental Property Address], which you vacated on [Date of Move-Out].

The total amount of your security deposit was: \$[Amount]

In accordance with the terms of your lease agreement and state law, the following deductions have been made from your deposit:

<b>Description of Damage/Repair/Fee</b>	<b>Amount Deducted</b>
[Example: Unpaid Rent]	[\$[Amount]]
[Example: Cleaning Fee]	[\$[Amount]]
[Example: Repair to Bedroom Wall]	[\$[Amount]]
<b>Total Deductions:</b>	<b>[\$[Total Deductions]]</b>

**Total Security Deposit Refund: \$[Refund Amount]**

[Select one option below]

A check for the remaining balance is enclosed with this letter.

The remaining balance has been sent via [Electronic Payment Method].

No refund is due as the total deductions exceed or equal the deposit amount.

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

Sincerely,

[Your Signature]

[Your Printed Name]