

Date: [Insert Date]

To: [Tenant Name]

Forwarding Address: [Tenant Forwarding Address]

Subject: Statement of Security Deposit Accounts and Notice of Unpaid Rent

Dear [Tenant Name],

This letter is regarding the security deposit held for the property located at: [Property Address]. Your tenancy ended on [Move-out Date].

Below is an itemized list of deductions from your security deposit, including unpaid rent and any applicable fees or damages:

Original Security Deposit Amount: \$[Amount]

Deductions:

- Unpaid Rent (Period: [Dates]): \$[Amount]
- Late Fees: \$[Amount]
- Cleaning/Repair Fees: \$[Amount]
- Other Deductions ([Description]): \$[Amount]

Total Deductions: \$[Total Amount]

Final Balance:

[Select one option below]

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

After deductions, no refund is due. You currently owe a remaining balance of \$[Amount]. Please submit payment for this balance by [Due Date] to avoid further action.

If you have any questions regarding this statement, please contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

[Contact Address]