

Date: [Date]

Property Address: [Property Address]

Tenant Name(s): [Tenant Name(s)]

Dear [Tenant Name],

Attached please find the Move-Out Reconciliation Statement and Tenant Ledger regarding your recent tenancy at [Property Address]. This document provides a final summary of your account following your move-out on [Move-Out Date].

The enclosed statement outlines:

- The total security deposit held.
- Any outstanding rent or utility balances.
- Itemized deductions for repairs, cleaning, or damages beyond normal wear and tear.
- The final balance due to you or owed to the landlord.

Final Summary:

Total Security Deposit: \$[Amount]

Total Deductions: \$[Amount]

Net Amount [Refunded/Owed]: \$[Amount]

[Select one of the following options:]

[Option A: If a refund is due] A check for the remaining balance is enclosed with this letter.

[Option B: If a balance is owed] Please remit the outstanding balance of \$[Amount] by [Due Date]. Payments can be made via [Payment Method].

If you have any questions regarding these charges or the attached ledger, please submit your inquiry in writing to [Email Address/Mailing Address] within [Number] days.

Thank you for your cooperation during this process.

Sincerely,

[Management Name/Landlord Name]

[Contact Phone Number]

[Email Address]