

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

RE: Security Deposit Settlement for [Property Address]

Dear [Tenant Name],

This letter is regarding the security deposit held for your lease at [Property Address], which concluded on [Move-out Date].

In accordance with the terms of your lease agreement and local laws, we have processed your security deposit. Attached to this letter, you will find a detailed Tenant Ledger Statement. This statement itemizes your initial deposit amount, any interest earned (if applicable), and all deductions made for unpaid rent, utilities, or property damages beyond normal wear and tear.

Summary of Account:

Original Security Deposit: \$[Amount]
Total Deductions: \$[Amount]
Remaining Balance: \$[Amount]

[Select one option below]

[Option A: Enclosed is a check for the remaining balance of your security deposit.]
[Option B: As the deductions exceed the deposit amount, there is a balance due of \$[Amount].
Please remit payment by [Date].]

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

Sincerely,

[Landlord/Manager Name]
[Company Name]
[Phone Number]