

Date: [Date]

To: [Tenant Name]

Forwarding Address: [Tenant's New Address]

From: [Landlord or Property Manager Name]

Property Address: [Address of Rental Unit]

Subject: Notice of Security Deposit Exhaustion and Final Bill

Dear [Tenant Name],

This letter is to provide an itemized statement regarding your security deposit for the property located at [Property Address], which was vacated on [Move-out Date].

Your security deposit of **[\$Amount]** has been fully applied to the outstanding charges listed below. After applying the deposit, there remains a balance due.

Description of Charge	Amount
Security Deposit Credited	(\$[Amount])
Unpaid Rent	[\$Amount]
Cleaning Fees	[\$Amount]
Repairs (Damage beyond normal wear and tear)	[\$Amount]
Other: [Description]	[\$Amount]
TOTAL OUTSTANDING BALANCE DUE	[\$Total Amount Owed]

Please be advised that your security deposit is exhausted and does not cover the total costs incurred. Please remit payment for the balance of **[\$Total Amount Owed]** by [Due Date].

Payments can be made via [Payment Method, e.g., check, online portal]. Failure to pay this balance or contact us to arrange a payment plan may result in further legal action or the referral of this account to a collection agency.

If you have any questions regarding these charges, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]