

Date: [Insert Date]

To: [Tenant Name]

Address: [Tenant Forwarding Address]

Subject: Final Settlement Statement - Property: [Property Address]

Dear [Tenant Name],

This letter serves as the final statement regarding your tenancy at the property mentioned above, which ended on [Lease End Date].

We have completed the move-out inspection and assessed the costs for repairs and cleaning beyond normal wear and tear. The total charges exceed your security deposit as detailed below:

Description of Item/Service	Amount Charged
Security Deposit Held	[\$Amount]
Cleaning Fees	[\$Amount]
Repair: [Item Name]	[\$Amount]
Unpaid Rent/Utilities	[\$Amount]
Other: [Description]	[\$Amount]
Total Charges	[\$Total Amount]

Total Amount Deducted: [\$Amount]

Balance Due to Landlord: [\$Amount]

Please be advised that the security deposit of \$[Deposit Amount] has been applied in full toward these costs. A balance of \$[Balance Due] remains outstanding.

Please send the remaining balance to the address listed below by [Due Date]. Payment can be made via [Payment Method].

Failure to settle this balance may result in further legal action or the referral of this account to a collection agency.

Sincerely,

[Landlord/Manager Name]

[Contact Phone Number]

[Mailing Address for Payment]