

Date: [Date]

To: [Tenant Name]

Forwarding Address: [Tenant Forwarding Address]

RE: Notice of Insufficient Security Deposit and Balance Due

Dear [Tenant Name],

This letter concerns the security deposit held for the property located at [Rental Property Address], which you vacated on [Move-out Date].

After inspecting the premises, it has been determined that the total costs for repairs, cleaning, and/or outstanding fees exceed the amount of your security deposit. Below is an itemized statement of the deductions:

Description of Charge	Amount
Security Deposit Amount Held	[\$[Amount]]
[Item 1: e.g., Unpaid Rent]	[\$[Amount]]
[Item 2: e.g., Professional Cleaning]	[\$[Amount]]
[Item 3: e.g., Repair to Living Room Wall]	[\$[Amount]]
Total Charges	[\$[Total Deductions]]

Total Balance Due to Landlord: \$[Remaining Balance]

Please remit payment in the amount of **\$[Remaining Balance]** by [Due Date] to the following address:

[Landlord Name/Payment Address]

[City, State, Zip Code]

Failure to receive payment or a response by the date indicated may result in further legal action or the referral of this debt to a collection agency.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

[Phone Number]