

[Date]

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

**RE: Move-Out Statement and Notice of Outstanding Balance**

Dear [Tenant Name],

This letter concerns your recent move-out from the property located at [Rental Property Address] on [Move-Out Date].

Below is a summary of your account balance, including the disposition of your security deposit and any additional charges incurred:

<b>Description</b>	<b>Amount</b>
Security Deposit Held	[\$[Amount]]
Unpaid Rent / Late Fees	-\$[Amount]
Cleaning Charges	-\$[Amount]
Repair/Damage Charges	-\$[Amount]
Other Charges: [Specify]	-\$[Amount]
<b>Total Outstanding Balance Due</b>	<b>[\$[Total Amount]]</b>

After applying your security deposit to the charges listed above, there remains an outstanding balance of **[\$[Total Amount]]**.

Please remit payment in full by [Due Date] to avoid further collection efforts. Payments can be made via [Payment Method/Portal].

If you have any questions regarding these charges or believe there is an error, please contact our office at [Phone Number] or [Email Address] within [Number] days of receipt of this letter.

Sincerely,

[Landlord or Property Manager Name]

[Company Name]

[Phone Number]