

**Date:** [Date]

**To:** [Tenant Name]

**Address:** [Tenant Forwarding Address]

**City, State, Zip:** [City, State, Zip]

**Subject: Notice of Security Deposit Depletion and Balance Due**

Dear [Tenant Name],

This letter is to inform you that your security deposit for the property located at [Rental Property Address] has been processed following your move-out on [Move-out Date].

The total security deposit held was: \$[Amount]

Upon inspection of the premises, the following deductions have been made for damages beyond normal wear and tear, unpaid rent, or other outstanding charges:

- [Item 1 / Repair Description]: \$[Amount]
- [Item 2 / Cleaning Fees]: \$[Amount]
- [Item 3 / Unpaid Utilities or Rent]: \$[Amount]
- [Item 4 / Other Fees]: \$[Amount]

**Total Charges:** \$[Total Sum of Charges]

After applying your full security deposit of \$[Amount] toward these costs, there remains an outstanding balance due to the landlord.

**Total Amount Due:** \$[Remaining Balance]

Please remit the remaining balance of \$[Remaining Balance] by [Due Date]. Payment can be made via [Payment Method: e.g., check, online portal, or money order] to the address listed below.

Failure to pay this balance by the specified date 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,

[Your Name / Landlord Name]

[Your Address]

[City, State, Zip]