

Date: [Date]

To: [Tenant Name]

Forwarding Address: [Tenant Forwarding Address]

From: [Landlord/Property Manager Name]

Property Address: [Rental Property Address]

Subject: Statement of Security Deposit and Final Bill

Dear [Tenant Name],

This letter serves as a formal statement regarding the security deposit held for the lease of the property located at [Rental Property Address], which was vacated on [Move-out Date].

Deposit Summary:

- Original Security Deposit Amount: \$[Amount]
- Pet Deposit (if applicable): \$[Amount]
- Interest Earned (if applicable): \$[Amount]
- **Total Credits: \$[Total Credits]**

Itemized Deductions:

Description of Damage/Charge	Amount Deducted
Unpaid Rent/Late Fees	[\$[Amount]]
Cleaning Fees	[\$[Amount]]
Repairs (Description: [e.g., Hole in wall])	[\$[Amount]]
Outstanding Utilities	[\$[Amount]]
Other: [Description]	[\$[Amount]]
Total Deductions:	[\$[Total Deductions]]

Final Balance:

[Select one option below]

A check for the remaining balance of \$[Amount] is enclosed with this letter.

The total deductions exceed the security deposit. Please submit the remaining balance due of \$[Amount] to the address listed above by [Due Date].

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

Sincerely,

[Signature]

[Printed Name]