

Date: [Date]

To:

[Tenant Name]
[Forwarding Address]
[City, State, Zip Code]

From:

[Landlord/Property Manager Name]
[Business Address]
[Phone Number]

Subject: NOTICE OF SECURITY DEPOSIT DEPLETION AND FINAL INVOICE

Dear [Tenant Name],

Regarding your tenancy at: [Rental Property Address], which terminated on [Move-out Date].

This letter serves as a final statement regarding your security deposit. After a thorough inspection of the premises, we have calculated the costs for repairs and cleaning beyond normal wear and tear, as well as any outstanding balances.

Security Deposit Summary:

- Initial Security Deposit Amount: \$[Amount]
- Plus Interest (if applicable): \$[Amount]
- **Total Deposit Held: \$[Total Deposit]**

Itemized Deductions:

Description of Damage/Fee	Cost
[e.g., Unpaid Rent]	[\$[Amount]]
[e.g., General Cleaning Services]	[\$[Amount]]
[e.g., Repair of Hole in Living Room Wall]	[\$[Amount]]
[e.g., Replacement of Broken Window Blind]	[\$[Amount]]
Total Deductions:	[\$[Total Deductions]]

Final Balance Calculation:

Total Deposit Held (\$[Total Deposit]) minus Total Deductions (\$[Total Deductions]) equals:
TOTAL AMOUNT DUE: \$[Amount Due]

Your security deposit has been fully depleted. Because the cost of repairs and outstanding fees exceeds your deposit, there is a remaining balance of **[\$[Amount Due]]** owed to the landlord.

Please remit the balance due by [Due Date] to the address listed at the top of this letter. Failure to pay may result in legal action or the referral of this debt to a collection agency.

If you have any questions regarding these charges, please contact me in writing within [Number] days.

Sincerely,

[Signature]

[Printed Name]