

Date: [Date]

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

Re: Security Deposit Settlement for [Property Address]

Dear [Tenant Name],

This letter is to inform you regarding the status of your security deposit in the amount of \$[Original Deposit Amount] following your move-out on [Move-out Date].

After a final inspection of the premises and a review of your account, it has been determined that the costs for repairs and outstanding balances exceed the total deposit amount. Therefore, your security deposit has been fully depleted. Below is an itemized list of the deductions:

- Unpaid Rent: \$[Amount]
- Cleaning Fees: \$[Amount]
- Repair for [Description of Damage]: \$[Amount]
- Repair for [Description of Damage]: \$[Amount]
- Other [Description]: \$[Amount]

Total Deductions: \$[Total Amount]

Security Deposit Applied: -\$[Original Deposit Amount]

Balance Remaining/Owed: \$[Remaining Balance]

Please remit the remaining balance of \$[Remaining Balance] to the address listed below by [Due Date] to avoid further collection actions.

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

Sincerely,

[Landlord/Manager Name]

[Payment Address]

[City, State, Zip Code]