

Date: [Date]

From:

[Landlord or Property Management Name]

[Address]

[City, State, Zip Code]

To:

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

Subject: Correction of Security Deposit Accounting and Refund

Dear [Tenant Name],

This letter is to formally notify you of a correction regarding the security deposit accounting for the property located at **[Property Address]**.

Upon a recent audit of your move-out records, we identified an error in the initial security deposit statement sent on [Date of Original Statement]. The following correction has been made:

- **Original Refund Amount:** \$[Original Amount]
- **Reason for Correction:** [Reason, e.g., clerical error, miscalculated cleaning fee, or discovered overcharge]
- **Adjusted Refund Amount:** \$[New Amount]

Accounting Breakdown:

Total Security Deposit Held: \$[Amount]

Minus Total Valid Deductions: \$[Amount]

Total Amount Owed to Tenant: \$[Amount]

Please find the enclosed check (Check #[Number]) for the remaining balance of \$[Amount].

We apologize for any confusion or inconvenience this accounting error may have caused. If you have any questions regarding this adjustment, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Company Name]