

**[Your Name]**

[Your Current Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]

**[Date]**

**[Landlord or Property Manager Name]**

[Landlord Address]

[City, State, Zip Code]

**RE: SETTLEMENT OFFER FOR SECURITY DEPOSIT REGARDING [Rental Property Address]**

Dear [Landlord Name],

I am writing regarding the security deposit of \$[Original Deposit Amount] held for the tenancy that ended on [Move-out Date] at [Property Address].

To date, I have received [an itemized statement/a partial refund] dated [Date], which indicates a deduction of \$[Amount Disputed] for [Reason given by landlord, e.g., cleaning/repairs]. As previously discussed, I dispute these charges because [Briefly state reason, e.g., the apartment was left clean / the damage was pre-existing].

In the interest of resolving this dispute quickly and avoiding the time and expense of formal legal proceedings in Small Claims Court, I am proposing a compromise settlement.

I am willing to accept a total refund of **\$[Offer Amount]** as full and final settlement of all claims related to my security deposit. This offer represents a compromise where I agree to waive the remaining balance of \$[Remaining Disputed Amount].

Please note that this offer is made for settlement purposes only and does not constitute an admission of liability regarding any damages claimed. If we are unable to reach this agreement, I reserve the right to seek the full return of my deposit, plus any applicable statutory penalties or court costs, through legal action.

If this offer is acceptable, please send a check for \$[Offer Amount] to the address listed above by [Deadline Date, e.g., 10 days from now]. Your payment will be accepted as a full release of all claims between both parties regarding this security deposit.

I look forward to resolving this matter amicably.

Sincerely,

[Your Signature]

[Your Printed Name]