

Date: [Date]

To: [Tenant Name]

Address: [Tenant Forwarding Address]

City, State, Zip: [City, State, Zip]

Subject: Notice of Security Deposit Deduction for Lease Violation

Dear [Tenant Name],

This letter serves as formal notification regarding deductions made from your security deposit for the property located at [Property Address].

Per the terms of your Lease Agreement dated [Lease Start Date], specifically Section [Section Number] regarding [Violation Type, e.g., Pet Policy/Noise/Smoking], a violation occurred on [Date of Violation].

As a result of this violation, the following fine or repair cost has been assessed:

- **Violation Description:** [Description of the specific violation]
- **Citation/Fee Amount:** \$[Amount]

Security Deposit Summary:

- Original Deposit Amount: \$[Amount]
- Less Total Deductions: \$[Amount]
- **Total Refund Remaining:** \$[Amount]

Enclosed, please find a check for the remaining balance of your security deposit. If you have any questions regarding this citation or the deductions listed above, please contact [Landlord/Property Manager Name] at [Phone Number] or [Email Address] within [Number] days.

Sincerely,

[Landlord Signature]

[Landlord Name/Company Name]

[Contact Information]