

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

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

RE: Partial Refund of Security Deposit - [Rental Property Address]

Dear [Tenant Name],

I am writing in response to your dispute dated [Date of Tenant Dispute Letter] regarding the security deposit for the property located at [Rental Property Address].

After reviewing your concerns and re-evaluating the move-out inspection report and associated repair receipts, I have decided to approve a partial refund of the disputed amount.

Based on this review, the following adjustments have been made:

- **Original Withheld Amount:** \$[Original Amount]
- **Adjustment/Credit:** \$[Amount being returned]
- **Final Deducted Amount:** \$[New Total Withheld]

The adjustment is based on [Briefly state reason, e.g., updated repair estimates / proof of professional cleaning / partial wear and tear credit].

Enclosed is a check for \$[Amount being returned], representing the additional refund amount agreed upon. This payment, combined with the initial refund of \$[Original Refund Amount] sent on [Date], brings the total returned deposit to \$[Total Returned].

By accepting and cashing this check, both parties agree that this settles all outstanding claims regarding the security deposit for this tenancy.

Sincerely,

[Your Signature]

[Your Printed Name]