

Date: [Date]

To:

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

From:

[Landlord/Manager Name]
[Address]
[City, State, Zip Code]

Subject: Notification of Security Deposit Deduction for Professional Cleaning

Dear [Tenant Name],

This letter serves as formal notification regarding the security deposit held for the property located at [Rental Property Address], which you vacated on [Move-out Date].

Upon inspection of the premises, it was determined that professional cleaning services were required to restore the unit to the condition required by your lease agreement (excluding normal wear and tear). Specifically, the following areas required professional attention:

- [Item 1: e.g., Deep clean of carpets due to heavy staining]
- [Item 2: e.g., Appliance degreasing and interior oven cleaning]
- [Item 3: e.g., Removal of debris and sanitation of bathrooms]

As per the terms of your lease, the cost of this service has been deducted from your security deposit. Below is the validation of the charge:

Cleaning Service Provider: [Company Name]

Invoice Number: [Invoice #]

Total Cleaning Cost: \$[Amount]

A copy of the professional cleaning receipt is attached to this letter for your records.

The remaining balance of your security deposit in the amount of \$[Remaining Amount] is enclosed herewith / has been transferred via [Payment Method].

If you have any questions regarding these deductions, please contact me in writing at [Email Address] or the address listed above.

Sincerely,

[Your Signature]

[Your Printed Name]