

Date: [Date]

To: [Tenant Name]

Address: [Tenant Forwarding Address]

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

Subject: Notice of Partial Security Deposit Refund

Dear [Tenant Name],

This letter is regarding the security deposit held for the property located at: [Rental Property Address].

Your lease ended on [Move-out Date]. Your original security deposit amount was \$[Original Deposit Amount].

Please find enclosed a check for the partial refund of your security deposit in the amount of **[\$Refund Amount]**. A portion of your deposit has been withheld to cover the following expenses:

- [Description of Deduction 1]: \$[Amount]
- [Description of Deduction 2]: \$[Amount]
- [Description of Deduction 3]: \$[Amount]

Total Deductions: \$[Total Deductions Amount]

Attached to this letter, you will find copies of receipts and/or estimates documenting these repairs or costs. This deduction is being made in accordance with the terms of your lease agreement and local landlord-tenant laws.

If you have any questions regarding these deductions, please contact me in writing at [Your Email/Phone] within [Number of Days] days.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

[Company Name, if applicable]