

Date: [Date]

To: [Roommate's Name]

From: [Your Name]

Property Address: [Full Address of Rental Unit]

Dear [Roommate's Name],

This letter serves as a formal statement regarding the settlement and release of your portion of the security deposit following your move-out on [Move-Out Date].

Deposit Summary:

- Original Deposit Amount Paid: \$[Amount]
- Less Deductions (if any): \$[Amount]
- **Total Refund Amount: \$[Total Amount]**

Reason for Deductions (if applicable):

[List reasons such as unpaid rent, utilities, or specific damages, or write "N/A"]

By signing below, you acknowledge receipt of the refund amount stated above and agree that all financial obligations related to the lease and the security deposit have been fully satisfied. You hereby release [Your Name] and/or the Landlord from any further claims regarding this deposit.

Please find the payment attached via [Check/Cash/Digital Transfer].

Sincerely,

[Your Signature]

[Your Printed Name]

Roommate Acknowledgment:

I, [Roommate's Name], accept the refund amount and terms stated above.

Signature: _____ Date: _____