

**Date:** [Date]

**To:**

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

**From:**

[Landlord/Manager Name]  
[Address]  
[Phone Number]

**Subject: Final Security Deposit Disposition**

Dear [Tenant Name],

This letter serves as the final accounting regarding your security deposit for the property located at: **[Rental Property Address]**.

Your lease ended on [Move-out Date]. Below is a summary of the security deposit received and the specific deductions taken for professional cleaning services required to return the unit to its original move-in condition (excluding normal wear and tear).

**Security Deposit Accounting:**

- Total Security Deposit Received: \$[Amount]
- Total Interest Earned (if applicable): \$[Amount]
- **Gross Deposit Amount: \$[Total Amount]**

**Deductions:**

Description of Work	Reason/Details	Amount Charged
General Professional Cleaning	Deep clean of kitchen, bathrooms, and flooring.	[\$Amount]
Carpet/Upholstery Cleaning	Steam cleaning of carpets due to excessive staining.	[\$Amount]
Trash/Debris Removal	Removal of items left behind in unit/garage.	[\$Amount]
Other: [Specify]	[Reason]	[\$Amount]
<b>Total Deductions:</b>		<b>[\$Total Deductions]</b>

**Final Summary:**

Total Deposit Remaining: \$[Remaining Balance]

Status: [Enclosed Check / Sent via Direct Deposit / Balance Due to Landlord]

Copies of receipts and invoices for the services listed above are attached to this document for your records.

Sincerely,

[Signature]

[Printed Name]

[Title/Company Name]