

**Date:** [Current Date]

**To:** [Tenant Name]

**Forwarding Address:** [Tenant Forwarding Address]

**Subject:** Final Security Deposit Disposition - Early Lease Termination

Dear [Tenant Name],

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

Following your early termination of the lease agreement on [Move-out Date], we have completed our final inspection and calculated the disposition of your security deposit as follows:

**Original Security Deposit Amount:** \$[Amount]

**Additional Fees/Credits:** \$[Amount]

**Deductions:**

- Early Termination Fee/Liquidated Damages: \$[Amount]
- Unpaid Rent (through [Date]): \$[Amount]
- Cleaning Charges: \$[Amount]
- Repairs (beyond normal wear and tear): \$[Amount]
- Outstanding Utilities: \$[Amount]
- Other: [Description]: \$[Amount]

**Total Deductions:** \$[Total Amount]

**Final Balance:**

**Refund Due to Tenant:** \$[Amount]

(Please find the enclosed check or confirmation of electronic transfer.)

**Balance Owed to Landlord:** \$[Amount]

(Please remit payment for the remaining balance within [Number] days of receipt of this notice.)

If you have any questions regarding these charges, please contact us in writing within [Number] days.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Name]

[Phone Number]

[Email Address]