

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

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

**RE: Final Security Deposit Disposition**

Dear [Tenant Name],

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

**Security Deposit Calculation:**

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

**Itemized Deductions:**

- Unpaid Rent: \$[Amount]
- Cleaning Charges: \$[Amount]
- Repairs (beyond normal wear and tear): \$[Amount]
- Other (specify): [Description] - \$[Amount]
- **Total Deductions: \$[Amount]**

**Refund Summary:**

After subtracting the total deductions from your initial deposit, the remaining balance of \$[Amount] is enclosed with this letter.

Please find the check for the partial refund attached. If you have any questions regarding these charges, please contact me in writing at [Email Address or Phone Number] within [Number] days.

Sincerely,

[Signature]  
[Printed Name]