

Date: [Date]

From:

[Landlord/Manager Name]

[Address]

[City, State, Zip]

To:

[Tenant Name]

[Forwarding Address]

[City, State, Zip]

Subject: Final Security Deposit Disposition

Dear [Tenant Name],

This letter serves as a final statement regarding the security deposit held for the property located at [Rental Property Address]. Your tenancy ended on [Move-out Date].

Below is a summary of the security deposit distribution, including deductions for property damage beyond normal wear and tear:

Original Security Deposit Amount: \$[Amount]

Accrued Interest (if applicable): \$[Amount]

Itemized Deductions:

- [Description of Damage 1]: \$[Cost]
- [Description of Damage 2]: \$[Cost]
- [Unpaid Rent/Late Fees]: \$[Cost]
- [Cleaning Fees]: \$[Cost]

Total Deductions: \$[Total Deductions Amount]

Total Amount Returned: \$[Remaining Balance Amount]

[Select one option below]

[Option 1: Refund Check Attached]

Enclosed is a check for the remaining balance of \$[Remaining Balance Amount].

[Option 2: Balance Due]

The security deposit was insufficient to cover the total damages. Please send the remaining balance of \$[Amount Owed] to the address listed above by [Date].

Copies of receipts and/or estimates for the repairs listed above are attached for your records.

Sincerely,

[Signature]

[Printed Name]