

Date: [Date]

To:

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

From:

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

Subject: Final Security Deposit Disposition

Dear [Tenant Name],

This letter serves as the final statement regarding the security deposit held for the lease of the property located at **[Rental Property Address]**, which was vacated on **[Move-out Date]**.

Below is an itemized statement of the security deposit and the deductions applied:

Description	Amount
Total Security Deposit Received	[\$[Original Deposit Amount]]
Interest (if applicable)	[\$[Interest Amount]]
Total Credits:	[\$[Total Credits]]
Deductions	
Unpaid Rent for [Period/Month]	(\$[Amount])
Late Fees / Other Charges	(\$[Amount])
Cleaning / Damage Repair (see attached receipts)	(\$[Amount])
Total Deductions:	(\$[Total Deductions])
Net Amount [Refunded/Owed]:	[\$[Balance]]

[Check one of the following options:]

A check for the remaining balance of \$[Balance] is enclosed with this letter.

No refund is due as the total deductions exceed the original security deposit.

A balance of \$[Balance] remains outstanding. Please remit payment for this amount by [Due Date].

If you have any questions regarding this statement, please contact me in writing at [Your Email/Phone Number].

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]