

**Date:** [Date]

**To:**

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

**Subject:** Final Security Deposit Disposition - Zero Balance Notice

Dear [Tenant Name],

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

The following is a breakdown of your account balance following your move-out on [Move-Out Date]:

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

**Less Deductions:**

- Unpaid Rent: \$[Amount]
- Cleaning Charges: \$[Amount]
- Repairs/Damages: \$[Amount]
- Other (specify): \$[Amount]
- **Total Deductions:** \$[Total Deductions]

**Final Balance: \$0.00**

As indicated by the calculations above, the total deductions equal the total deposit amount held. Therefore, there is no refund due to you, and no additional balance is owed to the landlord at this time.

If you have any questions regarding this statement or the itemized deductions, please contact us in writing within [Number] days.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]

[Email Address]