

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Re: Security Deposit Settlement - [Property Address]

Dear [Tenant Name],

This letter is regarding the security deposit held for the lease of the property located at [Property Address], which concluded on [Move-out Date].

Upon reviewing your account, our records indicate an outstanding rent balance of \$[Amount] for the period of [Date Range]. According to the terms of your lease agreement, your security deposit is currently being held to offset these unpaid charges.

The status of your security deposit is as follows:

- Original Deposit Amount: \$[Amount]
- Less Outstanding Rent: \$[Amount]
- Less Cleaning/Repair Charges: \$[Amount]
- **Remaining Balance (if any): \$[Amount]**

Due to the aforementioned outstanding balance, the final processing and return of any remaining funds are currently delayed. We are in the process of finalizing the itemized statement of deductions.

Please contact our office by [Date] to discuss the settlement of this balance. If the outstanding rent exceeds the security deposit, please be advised that a formal request for the remaining payment will follow.

Sincerely,

[Your Signature]
[Your Printed Name]