

[Current Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Confirmation of Completed Security Deposit Installments

Dear [Tenant Name],

This letter serves as formal confirmation that we have received the final installment payment for your security deposit regarding the property located at [Property Address].

As of [Date of Final Payment], your security deposit has been paid in full. The total amount held on account is \$[Total Deposit Amount].

This deposit will continue to be held in accordance with the terms of your lease agreement and applicable local laws. It will be processed for return, minus any lawful deductions for damages or unpaid rent, upon the termination of your tenancy and move-out inspection.

Please keep this letter for your personal records. If you have any questions, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]