

[Date]
[Landlord Name]
[Landlord Address]
[City, State, Zip Code]

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

Re: Security Deposit for [Property Address]

Dear [Tenant Name],

This letter is regarding the security deposit of \$[Original Deposit Amount] held for the lease of the property located at [Property Address] which ended on [Lease End Date].

Based on the final inspection of the premises, we have determined that deductions are necessary for repairs and/or cleaning beyond normal wear and tear. Below is an itemized list of these deductions:

- [Description of Item 1]: \$[Amount]
- [Description of Item 2]: \$[Amount]
- [Description of Item 3]: \$[Amount]
- [Unpaid Rent/Utilities]: \$[Amount]

Total Deductions: \$[Total Deductions]

Remaining Balance to be Refunded: \$[Remaining Refund]

Please find the check for the remaining balance of \$[Remaining Refund] enclosed with this letter.

If you have any questions regarding these deductions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord Signature]
[Landlord Printed Name]