

Date: [Insert Date]

Tenant Name(s): [Insert Tenant Names]

Property Address: [Insert Property Address]

Lease Termination Date: [Insert Move-out Date]

Dear [Tenant Name],

This letter serves as the Final Account Statement regarding the early termination of your lease agreement for the property mentioned above. Below is a detailed summary of the final balance due or the refund owed to you.

1. Credits and Deposits

- Security Deposit Held: \$[Amount]
- Pet Deposit (if applicable): \$[Amount]
- Prepaid Rent: \$[Amount]
- **Total Credits: \$[Total Credits]**

2. Debits and Charges

- Unpaid Rent (up to termination date): \$[Amount]
- Early Termination Fee (as per lease): \$[Amount]
- Cleaning Fees: \$[Amount]
- Repairs/Damages (itemized below): \$[Amount]
- Unpaid Utilities: \$[Amount]
- **Total Debits: \$[Total Debits]**

3. Final Summary

Total Credits: \$[Total Credits]

Minus Total Debits: - \$[Total Debits]

Final Balance: \$[Remaining Amount]

[Option A: If a refund is due]

Enclosed is a check for the remaining balance of \$[Amount].

[Option B: If a balance is owed]

Please remit the remaining balance of \$[Amount] by [Insert Date] via [Insert Payment Method].

If you have any questions regarding these charges, please contact [Landlord/Manager Name] at [Phone/Email].

Sincerely,

[Landlord/Manager Signature]

[Landlord/Property Management Name]