

Date: [Date]

[Tenant Name]

[Tenant Forwarding Address]

[City, State, Zip Code]

Re: Security Deposit Itemization for [Property Address]

Dear [Tenant Name],

This letter is regarding the security deposit held by [Landlord/Company Name] in the amount of \$[Original Deposit Amount] for the lease of the property located at [Property Address].

As a result of your early termination of the lease agreement dated [Lease Start Date], which was originally scheduled to expire on [Lease End Date], the following deductions have been made from your security deposit:

- Original Deposit Amount: \$[Amount]
- Early Termination Fee (per Lease Clause [Number]): -[Amount]
- Unpaid Rent (from [Date] to [Date]): -[Amount]
- Cleaning/Repair Costs (if applicable): -[Amount]
- Other Deductions: -[Amount]

Total Amount Withheld: \$[Total Withheld]

Total Amount Returned: \$[Amount Returned]

The remaining balance of \$[Amount Returned] is enclosed herewith in the form of a check.

If you have any questions regarding these deductions, please contact me in writing at [Your Email/Address] within [Number] days.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]