

Date: [Date]
From: [Landlord/Property Manager Name]
Property Address: [Rental Property Address]

To: [Tenant Name]
Forwarding Address: [Tenant's New Address]

Security Deposit Refund Itemization

Dear [Tenant Name],

This letter is to provide an itemized statement regarding the security deposit held for the lease of the property located at [Rental Property Address], which ended on [Lease End Date].

Description	Amount
Total Security Deposit Received	[\$[Amount]]
Interest (if applicable)	[\$[Amount]]
Total Credits:	[\$[Total Credits]]

Deductions:

Reason for Deduction	Details	Amount
Unpaid Rent	[Dates/Details]	[\$[Amount]]
Cleaning Fees	[Description of work]	[\$[Amount]]
Repairs/Damages	[Description of damage]	[\$[Amount]]
Other	[Description]	[\$[Amount]]
Total Deductions:		[\$[Total Deductions]]

Summary:

- Total Deposit Credits: \$[Total Credits]
- Total Deductions: \$[Total Deductions]
- **Net Refund Amount: \$[Amount]**

[Check one of the following]

- A check for the net refund amount is enclosed with this letter.
- The net refund amount has been transferred to you via [Electronic Method].
- No refund is due; the balance remaining is \$[Amount] which is owed to the Landlord.

If you have any questions regarding these items, please contact me at [Phone Number/Email].

Sincerely,

[Signature]

[Printed Name]