

Date: [Date]

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

Subject: Itemized Statement of Security Deposit Deductions

Dear [Tenant Name],

This letter is regarding the security deposit held for the property located at [Rental Property Address]. You vacated the premises on [Date of Move-Out].

The total amount of your security deposit was \$[Original Deposit Amount]. After inspecting the property, the following deductions have been made for damages beyond normal wear and tear:

<b>Description of Damage/Repair</b>	<b>Amount Deducted</b>
[Item 1: e.g., Professional Carpet Cleaning]	[\$[Amount]]
[Item 2: e.g., Repair hole in living room wall]	[\$[Amount]]
[Item 3: e.g., Replacement of broken window blind]	[\$[Amount]]
<b>Total Deductions</b>	<b>[\$[Total Deductions]]</b>

**Summary:**

Original Deposit: \$[Original Deposit Amount]

Total Deductions: -[\$[Total Deductions]]

**Remaining Refund: \$[Refund Amount]**

[Select one option below]

[Option A: A check for the remaining balance is enclosed with this letter.]

[Option B: A total of \$[Total Owed] is still owed to the landlord. Please send payment by [Date].]

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

Sincerely,

[Landlord/Manager Name]  
[Landlord Address]  
[City, State, Zip Code]