

**Date:** [Date]  
**From:** [Landlord/Property Manager Name]  
**Address:** [Landlord Mailing Address]

**To:** [Tenant Name]  
**Forwarding Address:** [Tenant Forwarding Address]

**RE: Itemized Security Deposit Accounting**

Dear [Tenant Name],

This letter is regarding the security deposit held for the property located at:  
[Rental Property Address].

According to our records, your tenancy ended on [Move-out Date]. Below is an itemized statement of your security deposit and any deductions made for unpaid rent, cleaning, or repairs beyond normal wear and tear.

| <b>Description</b>                         | <b>Amount</b>     |
|--|-------------------|
| Original Security Deposit Received         | [\$[0.00]]        |
| [Deduction 1: e.g., Unpaid Rent]           | -\$[0.00]         |
| [Deduction 2: e.g., Professional Cleaning] | -\$[0.00]         |
| [Deduction 3: e.g., Wall Repair/Painting]  | -\$[0.00]         |
| <b>Total Deductions</b>                    | <b>-\$[0.00]</b>  |
| <b>Net Refund Amount</b>                   | <b>[\$[0.00]]</b> |

**Status:**

A check for the net refund amount listed above is enclosed with this letter.

No refund is due. The total cost of repairs/cleaning exceeds the security deposit amount. (See attached invoices for balance due of \$[0.00]).

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

Sincerely,

[Landlord Signature]  
[Landlord Printed Name]