

**Date:** [Date]

**To:** [Tenant Name]

**Forwarding Address:** [Tenant's New Address]

**Subject: Notice of Security Deposit Withholding**

Dear [Tenant Name],

This letter is regarding the security deposit held for the property located at: [Rental Property Address]. Your tenancy ended on [Move-out Date].

The total amount of your security deposit was: \$[Total Deposit Amount].

After inspecting the premises, the following deductions have been made from your deposit:

<b>Reason for Deduction</b>	<b>Amount Withheld</b>
[Itemized Deduction 1, e.g., Unpaid Rent]	[\$[Amount]]
[Itemized Deduction 2, e.g., Cleaning Fees]	[\$[Amount]]
[Itemized Deduction 3, e.g., Repair for Wall Damage]	[\$[Amount]]
<b>Total Deductions:</b>	<b>[\$[Total Deductions]]</b>

**Total Amount Refunded:** \$[Remaining Balance]

[Select one: Enclosed is a check for the remaining balance / The balance has been sent via Electronic Transfer].

If you have any questions regarding these deductions, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Landlord/Manager Name]

[Address]

[Phone Number]