

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

Re: Itemized Statement of Security Deposit and Partial Refund

Dear [Tenant Name],

This letter concerns the security deposit held for the property located at [Rental Property Address]. Our records show that your tenancy ended on [Move-out Date].

Your original security deposit was in the amount of \$[Total Deposit Amount]. After inspecting the premises, the following deductions have been made:

Description of Deduction	Amount
Unpaid Rent/Utilities	[\$Amount]
Cleaning Fees	[\$Amount]
Repairs (beyond normal wear and tear)	[\$Amount]
Other: [Specify]	[\$Amount]
Total Deductions	[\$Total Deducted]

Total Amount Refunded: \$[Refund Amount]

Please find the enclosed check for the remaining balance. If you have any questions regarding the itemized list above, please contact me at [Phone Number] or [Email].

Sincerely,

[Landlord Signature]
[Landlord Printed Name]