

[Landlord/Company Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

Re: Security Deposit Reconciliation for [Property Address]

Dear [Tenant Name],

This letter serves as a formal statement regarding the security deposit held for the lease of the property located at [Property Address], which was vacated on [Date of Move-Out].

Below is the itemized reconciliation of your security deposit:

Description	Amount
Original Security Deposit Paid	[\$Amount]
Interest Earned (if applicable)	[\$Amount]
Total Deposit Credit	[\$Total Credit]

Deductions:

Reason for Deduction	Amount
Unpaid Rent/Late Fees	[\$Amount]
Cleaning Services	[\$Amount]
Repairs (beyond normal wear and tear)	[\$Amount]
Other: [Description]	[\$Amount]
Total Deductions	[\$Total Deductions]

Final Summary:

- Total Deposit Credit: [\$Total Credit]
- Less Total Deductions: - [\$Total Deductions]
- **Remaining Balance to be Refunded: [\$Amount]**

[Choose one of the following options]

[Option A: If a refund is due] Enclosed please find a check for the remaining balance of \$[Amount].

[Option B: If the tenant owes money] After applying the security deposit to the outstanding charges, there remains a balance due of \$[Amount]. Please remit payment to the address listed above by [Date].

If you have any questions regarding these deductions, please contact us in writing within [Number] days.

Sincerely,

[Landlord/Property Manager Signature]
[Printed Name]