

**Date:** [Date]

**From:**

[Landlord/Manager Name]

[Address]

[City, State, Zip Code]

**To:**

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

**Subject:** Itemization of Security Deposit for [Rental Property Address]

Dear [Tenant Name],

This letter is regarding the security deposit held for your tenancy at [Property Address], which ended on [Move-out Date]. Below is a detailed statement of the deposit amount and any deductions made for unpaid rent, cleaning, or repairs beyond normal wear and tear.

**Security Deposit Summary:**

- Total Security Deposit Received: \$[Amount]
- Total Deductions: \$[Amount]
- **Total Refund Amount: \$[Amount]**

**Itemized Deductions:**

Description of Charge	Amount
[e.g., General cleaning of kitchen/bathroom]	[\$[0.00]]
[e.g., Repair of hole in living room wall]	[\$[0.00]]
[e.g., Unpaid utilities or rent]	[\$[0.00]]
<b>Total Deductions</b>	<b>[\$[0.00]]</b>

[Select one of the following options:]

[Option 1: A check for the remaining balance is enclosed with this letter.]

[Option 2: The remaining balance has been sent via electronic transfer to your account.]

[Option 3: No refund is due; the total cost of damages exceeds the security deposit. An invoice for the remaining balance of \$[Amount] is attached.]

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

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]