

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

[Date]

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

**RE: Notice of Security Deposit Deduction**

Dear [Tenant Name],

This letter is to inform you of the disposition of your security deposit in the amount of \$[Total Deposit Amount] regarding the property located at [Rental Property Address].

As per the terms of your lease agreement, the following amount has been deducted from your security deposit due to unpaid rent:

- Total Security Deposit: \$[Total Amount]
- Less Unpaid Rent for [Month/Period]: \$[Amount]
- Less Other Deductions (if any): \$[Amount]
- **Total Amount Refunded: \$[Remaining Balance]**

Please find the enclosed check for the remaining balance of \$[Remaining Balance].

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

Sincerely,

[Landlord Signature]

[Landlord Printed Name]