

Date: [Date]

To: [Tenant Name]

Address: [Tenant's Forwarding Address]

RE: FINAL NOTICE OF INTENT TO RETAIN SECURITY DEPOSIT

Dear [Tenant Name],

This letter serves as formal notification regarding the security deposit held for the property located at [Rental Property Address], which you vacated on [Move-out Date].

In accordance with the terms of your lease agreement and local landlord-tenant laws, this is a final notice that your security deposit in the amount of \$[Total Deposit Amount] will be withheld in full to cover the following costs:

- **Unpaid Rent:** \$[Amount]
- **Cleaning Fees:** \$[Amount]
- **Damages beyond normal wear and tear:** \$[Amount]
- **Other Charges (Specify):** \$[Amount]

Total Deductions: \$[Total Deductions]

Balance Due to Landlord: \$[Remaining Balance if applicable]

Detailed descriptions of the damages and copies of invoices/receipts for repairs are attached to this notice. Because the cost of repairs and outstanding balances exceeds or equals the original deposit, no refund will be issued at this time.

[Optional: If there is a remaining balance, please send payment for the amount of \$ _____ by (Date) to avoid further legal action or collection efforts.]

If you have any questions regarding this statement, please contact me in writing at [Your Email/Address] within [Number] days.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Address]