

[Date]

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

RE: Notice of Security Deposit Retention

Dear [Tenant Name],

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

The total amount of your security deposit was \$[Total Deposit Amount]. After inspecting the premises, the following deductions have been made for damages, cleaning, or unpaid fees beyond normal wear and tear:

Description of Damage/Service	Amount Withheld
[Item 1: e.g., Unpaid Rent]	[\$Amount]
[Item 2: e.g., Professional Cleaning]	[\$Amount]
[Item 3: e.g., Repair of Hole in Wall]	[\$Amount]
[Item 4: e.g., Trash Removal]	[\$Amount]
Total Deductions:	[\$Total Deductions]

Total Amount Refunded: \$[Amount Returned]

[Select one option below]

[Option A: A check for the remaining balance is enclosed with this letter.]
[Option B: No refund is due as deductions exceed or equal the security deposit.]

If you have any questions regarding these items, please contact me in writing at [Your Email or Address].

Sincerely,

[Landlord/Manager Name]
[Company Name, if applicable]
[Phone Number]