

Date: [Date]

[Tenant Name]

[Tenant Forwarding Address]

[City, State, Zip Code]

Re: Security Deposit Itemization for [Property Address]

Dear [Tenant Name],

This letter is regarding the security deposit of \$[Original Deposit Amount] held in connection with your lease for the property located at [Property Address], which ended on [Move-out Date].

Please be advised that we are retaining [all / a portion] of your security deposit to cover the costs of repairs, cleaning, or unpaid balances as itemized below:

- Unpaid Rent: \$[Amount]
- Cleaning Fees: \$[Amount]
- Repair Costs for [Description of Damage]: \$[Amount]
- Other Charges [Description]: \$[Amount]

**Total Deductions: \$[Total Deductions]**

**Total Amount Returned: \$[Amount Refunded]**

[Include the following if a refund is owed:]

Enclosed is a check for the remaining balance of your security deposit.

[Include the following if the tenant owes money:]

The deductions exceed your security deposit. Please remit the remaining balance of \$[Amount Owed] to the address below by [Due Date].

If you have any questions regarding these deductions, please contact me at [Phone Number] or [Email].

Sincerely,

[Landlord Name/Company Name]

[Landlord Address]

[Phone Number]