

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

[Date]

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

RE: NOTICE OF INTENT TO IMPOSE A CLAIM ON SECURITY DEPOSIT

Dear [Tenant Name],

This letter is to inform you of the intent to retain a portion of your security deposit for the property located at: [Rental Property Address].

Your total security deposit held was: \$[Original Amount].

After an inspection of the premises following your move-out on [Move-out Date], the following deductions have been made:

- [Description of Item/Damage 1]: \$[Amount]
- [Description of Item/Damage 2]: \$[Amount]
- [Unpaid Rent/Utilities]: \$[Amount]
- [Cleaning Fees]: \$[Amount]

Total Deductions: \$[Total Deduction Amount]

The remaining balance of your security deposit in the amount of **\$[Remaining Balance]** is enclosed with this letter.

If you have any questions regarding these deductions, please contact me in writing within [Number of Days, e.g., 15 days] of receipt of this notice.

Sincerely,

[Landlord Signature]

[Landlord Printed Name]