

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

[Date]

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

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

Dear [Tenant Name],

This letter is to notify you that I intend to impose a claim in the amount of \$[Total Amount] against your security deposit in the total amount of \$[Original Deposit Amount] for the premises located at:

[Rental Property Address]

This claim is being made to cover the following damages or costs incurred following your move-out on [Move-out Date]:

- [Description of Item/Damage 1]: \$[Amount]
- [Description of Item/Damage 2]: \$[Amount]
- [Description of Item/Damage 3]: \$[Amount]
- [Unpaid Rent/Utilities]: \$[Amount]

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

**Remaining Refund Balance:** \$[Balance to be Refunded]

The remaining balance of your security deposit (if any) is enclosed with this letter.

If you wish to object to this claim, you must do so in writing within [Number of Days, e.g., 15] days from the date of receipt of this notice. Please send your written objection to the landlord address listed at the top of this letter.

Sincerely,

[Landlord Signature]

[Landlord Printed Name]