Date: [Date]

To: [Tenant Name]
Forwarding Address: [Tenant Forwarding Address]

From: [Landlord/Property Manager Name]

Subject: Notice of Intent to Retain Security Deposit

Dear [Tenant Name],

This letter is to formally notify you regarding the security deposit held for the property located at: **[Rental Property Address]**.

Your lease ended on [Move-out Date]. Your total security deposit held was $[Total Deposit Amount].

After inspecting the premises, it has been determined that the following amounts will be withheld from your security deposit for the reasons listed below:

Description of Damage/Expense	Amount Withheld
[Item 1: e.g., Unpaid Rent]	$[Amount]
[Item 2: e.g., Professional Carpet Cleaning]	$[Amount]
[Item 3: e.g., Repair to Living Room Wall]	$[Amount]
Total Deductions:	**$[Total Deductions]**

Total Amount Refunded: $[Remaining Balance]

[Select one:]

- A check for the remaining balance is enclosed with this letter.
- The remaining balance has been sent via [electronic payment method].
- The total deductions exceed the security deposit. An invoice for the remaining balance of $[Amount Owed] is attached.

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

Sincerely,

[Signature]
[Printed Name]
[Date]