

Date: [Date]

To: [Tenant Name]

Address: [Tenant Forwarding Address]

RE: NOTICE OF SECURITY DEPOSIT FORFEITURE

Dear [Tenant Name],

This letter serves as formal notice regarding the security deposit held by [Landlord/Company Name] in the amount of \$[Deposit Amount] for the property located at [Property Address].

Upon inspection of the premises following your move-out date of [Move-out Date], it has been determined that your security deposit will be forfeited for the following reason(s):

- [Reason 1: e.g., Unpaid rent in the amount of \$XXX]
- [Reason 2: e.g., Extensive damage to the property beyond normal wear and tear]
- [Reason 3: e.g., Failure to provide 30-day notice of termination]
- [Reason 4: e.g., Cleaning fees or removal of abandoned property]

Financial Summary:

Total Security Deposit Held: \$[Amount]

Total Deductions/Charges: \$[Amount]

Balance Owed/Refunded: \$[Amount]

If the charges exceed your security deposit, please be advised that you are responsible for the remaining balance of \$[Amount], due by [Due Date].

If you have any questions regarding this assessment, please contact [Name] at [Phone Number/Email].

Sincerely,

[Landlord Signature]

[Landlord Printed Name]

[Contact Information]