

Date: [Date]

To: [Tenant Name]

Forwarding Address: [Tenant Forwarding Address]

From: [Landlord/Manager Name]

Property Address: [Rental Property Address]

Subject: Notice of Partial Security Deposit Retention

Dear [Tenant Name],

This letter is regarding the security deposit held for the lease of the property located at [Rental Property Address], which concluded on [Move-out Date].

Your total security deposit held was: **[\$[Total Deposit Amount]]**.

After an inspection of the premises, we have determined that a portion of your deposit will be retained for the following reasons and estimated costs:

Description of Damage/Expense	Amount Withheld
[Example: Unpaid Rent/Utilities]	[\$[Amount]]
[Example: Cleaning Fees]	[\$[Amount]]
[Example: Repair of broken window]	[\$[Amount]]
Total Deductions:	[\$[Total Deductions]]

Remaining Refund Amount: \$[Refund Amount]

Attached to this notice, please find [mention any receipts, invoices, or photos if applicable].

The remaining balance of **[\$[Refund Amount]]** is enclosed herewith via [Check/Bank Transfer/etc.].

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

Sincerely,

[Landlord Signature]

[Landlord Printed Name]