

[Date]

[Tenant Name]

[Tenant Forwarding Address]

[City, State, Zip Code]

Re: Security Deposit Itemization and Return

Dear [Tenant Name],

This letter is regarding the security deposit of \$[Original Deposit Amount] held for the property located at [Property Address].

Following your move-out on [Move-out Date], an inspection of the premises was conducted. It was determined that certain portions of your security deposit are being withheld due to property damage beyond normal wear and tear.

Below is an itemized list of the damages and the cost of repairs:

- [Description of Damage 1]: \$[Amount]
- [Description of Damage 2]: \$[Amount]
- [Description of Damage 3]: \$[Amount]

Total Deductions: \$[Total Deductions]

Remaining Balance to be Returned: \$[Remaining Refund Amount]

Please find the enclosed check for the remaining balance of your security deposit. If you have any questions regarding these deductions, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name/Landlord Name]

[Your Mailing Address]