

Date: [Date]

To: [Tenant Name]

Forwarding Address: [Tenant Forwarding Address]

Property Address: [Rental Property Address]

Dear [Tenant Name],

This letter is regarding the security deposit held for the lease of the property mentioned above, which ended on [Move-out Date].

Below is a detailed statement of the disposition of your security deposit:

Total Security Deposit Received: \$[Amount]

Total Interest Earned (if applicable): \$[Amount]

Itemized Deductions:

- Unpaid Rent/Late Fees: \$[Amount]
- Cleaning Fees: \$[Amount]
- Repair for [Description of Damage]: \$[Amount]
- Repair for [Description of Damage]: \$[Amount]
- Missing Items/Other: \$[Amount]

Total Deductions: \$[Total Deductions]

Final Balance:

[Select One:]

- Amount Refunded to Tenant: \$[Amount]

- Amount Owed by Tenant: \$[Amount]

[If a refund is due:] Please find the enclosed check for the remaining balance.

[If an amount is owed:] Please remit the remaining balance of \$[Amount] to our office by [Due Date] to avoid further collection efforts.

If you have any questions regarding these deductions, please contact us in writing at [Email Address or Office Address].

Sincerely,

[Your Name/Company Name]

[Property Manager Title]

[Phone Number]