

Date: [Date]

To:

[Tenant Name]
[Tenant's Forwarding Address]
[City, State, Zip Code]

From:

[Landlord/Property Manager Name]
[Property Address/Business Name]
[Contact Phone Number]

Subject: Notice of Intent to Retain Security Deposit

Dear [Tenant Name],

This letter is to formally notify you of the intent to retain all or a portion of your security deposit in the amount of \$[Total Deposit Amount] regarding the lease for the property located at [Rental Property Address], which ended on [Lease End Date].

As required by law, below is an itemized list of damages, unpaid charges, or cleaning fees being deducted from your deposit:

Description of Damage/Charge	Amount Deducted
[Example: Carpet Cleaning]	[\$[Amount]]
[Example: Unpaid Rent/Utilities]	[\$[Amount]]
[Example: Repair to Living Room Wall]	[\$[Amount]]
Total Deductions:	[\$[Total Deductions]]

Summary:

- Original Deposit Amount: \$[Amount]
- Total Amount Deducted: \$[Amount]
- **Remaining Balance to be Refunded: \$[Amount]**

[Select one option below]

Enclosed is a check for the remaining balance of \$[Amount].

A check for the remaining balance will be mailed to you within [Number] days.

No refund is due as the costs exceed the original deposit amount. [Optional: An invoice for the remaining balance of \$[Amount] is attached].

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

Sincerely,

[Landlord Signature]

[Landlord Printed Name]