

Date: [Date]

To:

[Tenant Name]

[Tenant's New Address or Forwarding Address]

From:

[Landlord/Manager Name]

[Landlord Address]

Subject: Security Deposit Deduction Notice

Dear [Tenant Name],

This letter is regarding the security deposit held for the property located at: [Property Address].

Your lease ended on [Move-out Date]. Your security deposit total was \$[Original Deposit Amount]. After inspecting the premises, the following deductions have been made:

Description of Damage/Repair/Fee	Amount Deducted
[Item 1, e.g., Professional Cleaning]	[\$[Amount]]
[Item 2, e.g., Repair to hole in bedroom wall]	[\$[Amount]]
[Item 3, e.g., Unpaid Utilities/Rent]	[\$[Amount]]
Total Deductions:	[\$[Total Deductions]]

Total Security Deposit Refund: \$[Refund Amount]

Enclosed is a check for the remaining balance of your security deposit. [Optional: Copies of receipts or estimates for the repairs listed above are attached to this letter.]

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

Sincerely,

[Landlord Signature]

[Landlord Printed Name]