

[Your Name]
[Your Current Address]
[Phone Number]
[Email Address]

[Date]

[Landlord or Property Manager Name]
[Landlord Address]

RE: Settlement Offer Regarding Security Deposit for [Rental Property Address]

Dear [Landlord Name],

I am writing to you regarding the security deposit for the property located at [Rental Property Address], which I vacated on [Move-out Date].

As of this date, I have received [an itemized list of deductions / no communication] regarding my security deposit of \$[Original Deposit Amount]. I disagree with the following charges: [List specific disputed charges or state that the deposit was not returned within the legal timeframe].

In the interest of resolving this dispute quickly and avoiding the time and expense of legal proceedings in Small Claims Court, I am prepared to offer a formal settlement.

I am willing to accept a payment of \$[Settlement Amount] as full and final satisfaction of all claims related to my security deposit. If this offer is accepted and the payment is received by [Date, e.g., 10 days from now], I will waive my right to pursue further legal action regarding this matter.

Please note that this offer is made for settlement purposes only and does not constitute an admission of liability. If we are unable to reach an agreement by the date mentioned above, I reserve the right to pursue the full amount of the deposit, plus any applicable penalties or legal fees, through the court system.

Please send the check or electronic payment to the following address:

[Your Current Mailing Address or Payment Details]

I look forward to your prompt response.

Sincerely,

[Your Signature]
[Your Printed Name]