

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

[Date]

[Tenant's Name]
[Tenant's Forwarding Address]

RE: Itemized Statement of Security Deposit and Partial Refund

Dear [Tenant's Name],

This letter is regarding the security deposit held for the property located at [Property Address], which you vacated on [Move-out Date].

The total amount of your security deposit was \$[Total Deposit Amount]. After performing an inspection of the premises, we have calculated the deductions for repairs, cleaning, or unpaid fees as follows:

Description of Deduction	Amount Subtracted
[Item 1: e.g., Unpaid Rent]	[\$Amount]
[Item 2: e.g., Professional Cleaning]	[\$Amount]
[Item 3: e.g., Repair of Hole in Wall]	[\$Amount]
Total Deductions	[\$Total Deductions]

Remaining Refund Amount: \$[Refund Amount]

Enclosed is a check for the remaining balance of \$[Refund Amount]. [Optional: Copies of receipts or invoices for the work performed are attached to this letter.]

If you have any questions regarding these items, please contact me in writing at the address provided above.

Sincerely,

[Your Signature]

[Your Printed Name]