

Date: [Date]

From:

[Landlord/Property Manager Name]

[Address]

[City, State, Zip Code]

To:

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

Subject: Itemized Statement of Security Deposit - Zero Balance

Dear [Tenant Name],

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

Our records show that your tenancy ended on [Move-out Date]. Below is an itemized statement regarding the disposition of your security deposit:

Description	Amount
Total Security Deposit Received	[\$[Amount]]
Deductions:	
[Item 1: e.g., Unpaid Rent]	(\$[Amount])
[Item 2: e.g., Cleaning Fees]	(\$[Amount])
[Item 3: e.g., Repairs for Damage]	(\$[Amount])
Total Deductions	(\$[Total Deduction Amount])
Remaining Balance Due to Tenant	\$0.00

As indicated above, the total cost of repairs, cleaning, and/or outstanding fees equals the total amount of your security deposit. Therefore, there is no remaining balance to be refunded at this time.

If you have any questions regarding this statement, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]