

[Date]

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

Re: Itemized Statement of Security Deposit and Notice of Balance Due

Dear [Tenant Name],

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

Following your move-out on [Move-out Date], an inspection of the premises was conducted. Below is an itemized list of deductions for unpaid rent, cleaning, and/or repairs beyond normal wear and tear:

Description of Charge	Amount
Total Security Deposit Collected	[\$0.00]
Minus: [Item 1, e.g., Unpaid Rent]	- \$[0.00]
Minus: [Item 2, e.g., Professional Cleaning]	- \$[0.00]
Minus: [Item 3, e.g., Repair of Hole in Wall]	- \$[0.00]
Total Deductions	- \$[0.00]

Total Amount Owed to Landlord: \$[0.00]

The total cost of repairs and outstanding charges exceeds your security deposit. Please remit the balance due of \$[0.00] to the address listed below within [Number] days of receipt of this letter.

Checks should be made payable to: [Landlord/Company Name].

Sincerely,

[Landlord Signature]
[Landlord Printed Name]
[Landlord Mailing Address]
[Phone Number]