

**Date:** [Date]

**From:**

[Landlord/Manager Name]

[Address]

[City, State, Zip]

**To:**

[Tenant Name]

[Forwarding Address]

[City, State, Zip]

**Subject: Itemized Statement of Security Deposit and Pet Deposit**

Dear [Tenant Name],

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

Below is an itemized list of deductions related to damages caused by pets during your tenancy, as well as any other applicable charges:

Description of Damage/Service	Amount Deducted
Total Security/Pet Deposit Received	[\$Total Deposit Amount]
[Example: Carpet cleaning/replacement due to pet odors/stains]	[\$Amount]
[Example: Repair of scratched door frames/baseboards]	[\$Amount]
[Example: Treatment for fleas/pests]	[\$Amount]
[Example: Landscaping repairs/waste removal]	[\$Amount]
<b>Total Deductions</b>	<b>[\$Total Deductions]</b>

**Remaining Balance: \$[Balance Amount]**

[Select one of the following options:]

- A check for the remaining balance is enclosed with this letter.
- Since the cost of repairs exceeds your deposit, an additional payment of \$[Amount Due] is required by [Due Date].

Copies of receipts and invoices for the work performed are attached for your records.

Sincerely,

[Landlord/Manager Signature]

[Printed Name]