

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: Itemization of Security Deposit for [Rental Property Address]

Dear [Tenant Name],

This letter serves as the final accounting of your security deposit regarding your early termination of the lease agreement dated [Lease Start Date] for the property located at [Property Address]. Your tenancy ended on [Move-out Date].

Security Deposit Summary:

- Total Security Deposit Received: \$[Amount]
- Plus Interest (if applicable): \$[Amount]
- **Total Deposit Credit: \$[Total Credit]**

Deductions:

1. Early Termination Fee (per lease agreement): \$[Amount]
2. Unpaid Rent (from [Date] to [Date]): \$[Amount]
3. Cleaning Charges: \$[Amount]
4. Repairs for Damages (beyond normal wear and tear):
 - [Description of Item]: \$[Amount]
 - [Description of Item]: \$[Amount]
5. Unpaid Utilities: \$[Amount]

Total Deductions: \$[Total Deductions]

Final Balance:

[Select one option below]

Refund Due: A check for the remaining balance of \$[Amount] is enclosed with this letter.

Amount Owed: The deductions exceed your security deposit. Please remit the remaining balance of \$[Amount] to the address listed above by [Date].

If you have any questions regarding these items, please contact me in writing.

Sincerely,

[Landlord/Property Manager Signature]

[Landlord/Property Manager Printed Name]