

Date: [Date]

From:

[Landlord/Manager Name]

[Address]

[City, State, Zip Code]

To:

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

Re: Notice of Estimated Deductions from Security Deposit

Dear [Tenant Name],

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

Your tenancy ended on [Move-out Date]. In accordance with state law, we are providing this itemized statement of estimated deductions. Because certain repairs or cleaning services have not yet been completed, the amounts listed below are good-faith estimates based on current quotes or historical costs.

Security Deposit Received: \$[Amount]

Estimated Deductions:

- Cleaning Services: \$[Estimated Amount]
- Repair for [Description of Damage]: \$[Estimated Amount]
- Repair for [Description of Damage]: \$[Estimated Amount]
- Unpaid Rent/Late Fees: \$[Amount]
- Other [Specify]: \$[Amount]

Total Estimated Deductions: \$[Total Estimated Amount]

Approximate Refund Amount: \$[Amount]

Please note that once the work is completed and final invoices are received, a Final Itemized Statement and any remaining balance will be sent to you within [Number] days. If the actual costs are higher or lower than these estimates, the final refund will be adjusted accordingly.

If you have any questions regarding these estimates, please contact me at [Phone Number] or [Email].

Sincerely,

[Landlord/Manager Signature]
[Printed Name]