

**Date:** [Date]

**From:**

[Landlord Name]

[Landlord Address]

[City, State, Zip Code]

**To:**

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

**Re: Itemized Statement of Security Deposit**

Property Address: [Rental Property Address]

Move-Out Date: [Date Tenant Vacated]

Dear [Tenant Name],

This letter serves as an itemized statement regarding the security deposit held for the property listed above following your eviction on [Date].

**Total Security Deposit Received:** \$[Amount]

**Deductions:**

- Unpaid Rent (through [Date]): \$[Amount]
- Late Fees: \$[Amount]
- Court Costs/Legal Fees (as per judgment): \$[Amount]
- Cleaning Charges: \$[Amount]
- Repairs (beyond normal wear and tear): \$[Amount]
- Other (Specify: [Description]): \$[Amount]

**Total Deductions:** \$[Total Sum of Deductions]

**Final Balance:**

[Choose One:]

[ ] Amount to be refunded to Tenant: \$[Amount]

[ ] Amount owed to Landlord: \$[Amount]

If a refund is due, a check for the balance is enclosed. If you owe an outstanding balance, please submit payment to the address listed above by [Due Date].

Sincerely,

[Landlord/Manager Signature]  
[Landlord/Manager Printed Name]