

[Date]

[Former Roommate's Name]

[Forwarding Address]

[City, State, Zip Code]

Re: Itemized Security Deposit Statement for [Rental Address]

Dear [Former Roommate's Name],

This letter provides a detailed accounting of your security deposit following your move-out on [Move-Out Date].

**Security Deposit Summary:**

- Original Security Deposit Amount: \$[Amount]
- Total Deductions: \$[Total Deductions]
- **Total Amount Returned: \$[Net Refund]**

**Itemized Deductions:**

<b>Description of Damage/Expense</b>	<b>Amount Deducted</b>
[e.g., Unpaid Rent/Utilities]	\$(Amount)
[e.g., Professional Carpet Cleaning]	\$(Amount)
[e.g., Repair of hole in bedroom wall]	\$(Amount)
[e.g., Replacement of lost keys]	\$(Amount)
<b>Total Deductions</b>	<b>\$(Total Deductions)</b>

The remaining balance of \$[Net Refund] is enclosed with this letter via [Check/Payment Method].

Please let me know if you have any questions regarding these items.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email]