

**Date:** [Date]

**To:** [Tenant Name]

**Last Known Address:** [Tenant Last Known Address]

**Forwarding Address:** [Forwarding Address, if provided]

**Subject:** Notice of Itemized Security Deposit Deductions and Abandoned Property

Dear [Tenant Name],

This letter is regarding the security deposit held for the property located at: **[Rental Property Address]**.

Your tenancy ended on [Move-out Date] following the abandonment of the premises. As per the terms of your lease agreement and local landlord-tenant laws, your security deposit in the amount of \$[Original Deposit Amount] has been processed as follows:

| <b>Description of Charge/Damage</b>                  | <b>Amount Deducted</b>      |
|--|-----------------------------|
| Unpaid Rent (Up to date of abandonment/re-rental)    | [\$Amount]                  |
| Cleaning Fees  | [\$Amount]                  |
| Repairs (Beyond normal wear and tear)                | [\$Amount]                  |
| Removal/Storage Costs of Abandoned Personal Property | [\$Amount]                  |
| Other: [Description]                                 | [\$Amount]                  |
| <b>Total Deductions:</b>                             | <b>[\$Total Deductions]</b> |

**Total Amount Remaining/Due:**

A check for the remaining balance of \$[Balance Amount] is enclosed.

There is no remaining balance.

After deductions, you still owe a balance of \$[Owed Amount]. Please remit payment by [Due Date].

**Notice Regarding Abandoned Property:**

The following items were found remaining on the premises: [List items or "See attached inventory"]. These items have been handled in accordance with state law. [Specify if items were stored, disposed of, or sold]. You have [Number] days to claim any stored property before it is disposed of or sold.

If you have any questions regarding this itemization, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]

[Landlord Signature]

[Company Name, if applicable]