

**Date:** [Date]

**From:**

[Landlord Name]

[Landlord Address]

[City, State, Zip Code]

**To:**

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

**RE: Security Deposit Itemization for [Property Address]**

Dear [Tenant Name],

This letter serves as an itemized statement regarding the security deposit held for the lease of the property located at [Property Address], which was vacated on [Move-out Date].

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

**Deductions:**

- Unpaid Rent for [Month/Period]: \$[Amount]
- Late Fees: \$[Amount]
- Cleaning/Repair Charges: \$[Amount]
- Other Deductions: \$[Amount]

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

**Final Summary:**

[Choose one]:

- Amount being returned to Tenant: \$[Amount]

- Total balance owed by Tenant to Landlord: \$[Amount]

If a refund is due, a check is enclosed with this letter. If a balance is owed, please submit payment to the address listed above by [Due Date].

Sincerely,

[Landlord Signature]

[Landlord Printed Name]