

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Tenant Name]  
[Tenant's New Address]  
[City, State, Zip Code]

**Re: Response to Security Deposit Dispute for [Property Address]**

Dear [Tenant Name],

I am writing in response to your letter dated [Date of Tenant's Letter] regarding the security deposit for the property located at [Property Address].

After reviewing your claims and re-evaluating the move-out inspection reports and maintenance receipts, I am providing the following clarification regarding the deductions made from your deposit:

- 1. [Itemized Deduction Name]:** [Brief explanation of why this charge is valid, referencing the lease agreement or specific damage found].
- 2. [Itemized Deduction Name]:** [Brief explanation of why this charge is valid, referencing the lease agreement or specific damage found].

[Optional: Based on your feedback, I have adjusted the following charge: Item: [Name], Original Amount: \$[Amount], New Amount: \$[Amount].]

The total deposit held was \$[Total Deposit]. After the itemized deductions totaling \$[Total Deductions], the remaining balance is \$[Remaining Balance].

[Select one:]

- A check for the adjusted remaining balance is enclosed with this letter.
- The original itemization and payment sent on [Date] remain accurate and no further refund will be issued.

Enclosed you will find copies of [receipts/invoices/photos] which further document the necessity of these repairs/cleanings beyond normal wear and tear.

If you have further questions, please submit them in writing.

Sincerely,

[Your Signature]

[Your Printed Name]