

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Tenant Name]
[Forwarding Address]
[City, State, Zip Code]

RE: Security Deposit Settlement for [Rental Property Address]

Dear [Tenant Name],

This letter is to provide an itemized statement regarding the security deposit held for your tenancy at the above-referenced property, which concluded on [Lease End Date].

Security Deposit Summary:

- Original Security Deposit Amount: \$[Amount]
- Plus Interest (if applicable): \$[Amount]
- **Total Deposit Held: \$[Total Amount]**

Itemized Deductions:

Description of Repair/Cleaning/Owed Charges	Amount Deducted
[Example: Professional Carpet Cleaning]	[\$[Amount]]
[Example: Repair of hole in living room wall]	[\$[Amount]]
[Example: Unpaid utility balance]	[\$[Amount]]
Total Deductions:	[\$[Total Deductions]]

Final Return Amount:

Total Deposit Held: \$[Total Amount]
Less Total Deductions: - \$[Total Deductions]
Net Refund Amount: \$[Refund Amount]

[Select one option below]

A check for the net refund amount is enclosed with this letter.

The net refund amount has been transferred to you via [Electronic Method] on [Date].

[] No refund is due; a balance of \$[Amount] remains outstanding. Please remit payment by [Date].

If you have any questions regarding these deductions, please contact me in writing at [Email or Mailing Address] within [Number] days.

Sincerely,

[Landlord Signature]

[Landlord Printed Name]