

Date: [Current Date]

To:

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

From:

[Landlord/Property Manager Name]
[Address]
[City, State, Zip Code]

RE: Itemized Security Deposit Settlement

Property Address: [Rental Property Address]

Dear [Tenant Name],

This letter is to provide an itemized statement regarding the security deposit held for the lease of the property mentioned above, which ended on [Move-out Date].

Deposit Summary:

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

Itemized Deductions:

Description of Damage/Charge	Amount Deducted
[e.g., Unpaid Rent]	[\$[0.00]]
[e.g., General Cleaning Services]	[\$[0.00]]
[e.g., Repair of hole in living room wall]	[\$[0.00]]
[e.g., Carpet cleaning for excessive staining]	[\$[0.00]]
Total Deductions	[\$[Total]]

[Include one of the following sentences:]

[Option A: A check for the remaining balance is enclosed with this letter.]

[Option B: The remaining balance has been sent to you via electronic transfer.]

[Option C: As the total deductions exceed the security deposit, a balance of \$[Amount] is still owed. Please pay this amount by [Date].]

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

Sincerely,

[Landlord/Property Manager Signature]

[Landlord/Property Manager Printed Name]