

Date: [Date]

To:

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

From:

[Landlord/Manager Name]
[Property Management Company, if applicable]
[Mailing Address]
[City, State, Zip Code]

Subject: Notice of Security Deposit Deductions and Itemized Statement

Dear [Tenant Name],

This letter concerns the security deposit held for the property located at **[Rental Property Address]** for the lease term ending on **[Lease End Date]**.

Your total security deposit held was: **[\$[Total Deposit Amount]**.

After inspecting the premises, it was determined that deductions are required for damages beyond normal wear and tear and/or outstanding charges. Below is an itemized list of these deductions:

Description of Damage/Charge	Amount Deducted
[Example: Carpet cleaning due to pet stains]	[\$[Amount]]
[Example: Repair of hole in living room wall]	[\$[Amount]]
[Example: Unpaid utility bill - Water]	[\$[Amount]]
Total Deductions:	[\$[Total Deductions Amount]]

Total Refund Amount: \$[Amount to be Refunded]

The remaining balance of your security deposit is enclosed with this letter. If the deductions exceeded the deposit amount, please see the attached invoice for the remaining balance due of **[\$[Amount Due]**.

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

Sincerely,

[Signature]
[Printed Name]