

[Date]

[Tenant Name]

[Tenant Business Name]

[Forwarding Address]

[City, State, Zip Code]

**RE: Notice of Itemized Security Deposit Deductions**

Property Address: [Lease Property Address]

Lease Termination Date: [Date]

Dear [Tenant Name],

This letter serves as formal notice regarding the security deposit held by [Landlord/Company Name] in connection with the lease agreement for the property mentioned above.

The total security deposit amount held was: \$[Amount]

Pursuant to the terms of your lease agreement, the following deductions have been made from your security deposit:

<b>Description of Damage/Charge</b>	<b>Amount Deducted</b>
[Example: Unpaid Rent/CAM Charges]	[\$[Amount]]
[Example: Professional Cleaning Services]	[\$[Amount]]
[Example: Repair to Warehouse Flooring]	[\$[Amount]]
[Example: Removal of Abandoned Equipment]	[\$[Amount]]
<b>Total Deductions</b>	<b>[\$[Total Amount]]</b>

**Net Security Deposit Refund: \$[Refund Amount]**

[Select one option below]

- Enclosed is a check for the remaining balance of your security deposit.
- The remaining balance has been issued via [Electronic Transfer Method].
- The total cost of repairs and outstanding balances exceeds the security deposit amount. Please find the attached invoice for the remaining balance due of \$[Balance Due Amount].

Copies of receipts or estimates for the work performed are attached to this notice.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Name]

[Company Name]

[Phone Number]

[Email Address]