

[Date]

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

Re: Notice of Security Deposit Deductions

Dear [Tenant Name],

This letter is to provide you with an itemized statement regarding the security deposit held for the property located at [Rental Property Address].

Your security deposit amount was: \$[Amount]

As per the terms of your lease agreement, the following deductions have been made due to unpaid rent and accrued late fees:

- Unpaid Rent (Period: [Date] to [Date]): \$[Amount]
- Late Fee (Date Incurred: [Date]): \$[Amount]
- Late Fee (Date Incurred: [Date]): \$[Amount]
- [Other Deduction, if applicable]: \$[Amount]

Total Deductions: \$[Total Deductions]

[Select one option below]

[Option 1: Partial Refund]

After the deductions listed above, the remaining balance of your security deposit is \$[Balance]. Please find the enclosed check for this amount.

[Option 2: No Refund/Balance Due]

The total deductions exceed the security deposit amount. As a result, no refund will be issued. There remains an outstanding balance of \$[Amount Due]. Please remit payment for this balance by [Date].

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

Sincerely,

[Landlord/Manager Signature]
[Landlord/Manager Printed Name]
[Company Name, if applicable]