

[Date]

[Tenant's Name]

[Forwarding Address]

[City, State, Zip Code]

RE: Notice of Security Deposit Deductions and Lease Termination Settlement

Dear **[Tenant's Name]**,

This letter is to formally notify you of the disposition of your security deposit regarding the property located at **[Property Address]**, following your early lease termination on **[Move-out Date]**.

Your original security deposit amount was: **[\$0.00]**

Pursuant to your lease agreement dated **[Lease Start Date]**, the following deductions have been made due to the early termination and/or property condition:

- Early Termination Fee/Liquidated Damages: **[\$0.00]**
- Unpaid Rent (up to re-rental date or lease end): **[\$0.00]**
- Cleaning Charges: **[\$0.00]**
- Repairs (beyond normal wear and tear): **[\$0.00]**
- Other: [Description]: **[\$0.00]**

Total Deductions: \$[0.00]

Net Amount:

[Select one option below]

A check for the remaining balance of **[\$0.00]** is enclosed herewith.

There is no remaining balance to be refunded.

The deductions exceed the deposit amount. You owe a remaining balance of **[\$0.00]**, payable by **[Date]**.

If you have any questions regarding this statement, please contact me in writing at **[Your Email/Address]** within **[Number]** days.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Name]

[Phone Number]