

Date: [Current Date]

To: [Tenant Name]

Forwarding Address: [Tenant Forwarding Address]

RE: Notice of Security Deposit Deduction - Extraordinary Cleaning Fees

Dear [Tenant Name],

This letter is to formally notify you of the deductions made from your security deposit regarding your tenancy at [Rental Property Address], which ended on [Move-out Date].

Upon inspection of the premises, it was determined that the property was not returned in a clean condition, exceeding "normal wear and tear." Consequently, an extraordinary cleaning fee has been applied to restore the unit to its original condition.

Itemized Deductions:

- **Security Deposit Amount:** \$[Amount]
- **Cleaning Services Performed:** [Brief Description, e.g., deep carpet cleaning, kitchen degreasing, trash removal]
- **Cost of Cleaning:** - \$[Amount]
- **Other Deductions (if applicable):** - \$[Amount]
- **Total Refund Amount:** \$[Amount]

The remaining balance of your security deposit is enclosed in the form of a [Check/Money Order].

Copies of the cleaning receipts and photographic evidence of the unit's condition at the time of move-out are attached to this notice for your records.

If you have any questions regarding these deductions, please contact me in writing at [Your Email or Phone Number] within [Number] days.

Sincerely,

[Your Name/Landlord Name]

[Your Address]

[Your Phone Number]