

[Date]

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

**Subject: Security Deposit Settlement and Itemized Deductions**

Dear [Tenant Name],

This letter is regarding the security deposit in the amount of \$[Original Deposit Amount] held for the rental property located at [Rental Address], which you vacated on [Move-out Date].

After a thorough inspection of the premises, we have determined that deductions are required for the reasons listed below. Enclosed is a check for \$[Refund Amount], which represents the remaining balance of your security deposit after the following deductions:

**Itemized Statement of Deductions:**

- [Item 1 Description]: \$[Amount]
- [Item 2 Description]: \$[Amount]
- [Item 3 Description]: \$[Amount]
- [Unpaid Rent/Utilities]: \$[Amount]

**Total Deductions:** \$[Total Deductions Amount]

**Amount Refunded:** \$[Refund Amount]

If you have any questions regarding these deductions or the information provided in this letter, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord or Manager Name]

[Company Name, if applicable]

[Phone Number]