

Date: [Date]

From:

[Landlord/Manager Name]

[Address]

[City, State, Zip Code]

To:

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

NOTICE OF TOTAL FORFEITURE OF SECURITY DEPOSIT

Dear [Tenant Name],

This letter serves as formal notification regarding the security deposit held for the premises located at: **[Rental Property Address]**.

After a final inspection of the property and a review of your account, it has been determined that your entire security deposit of **[\$[Amount]]** will be withheld. The total cost of repairs, cleaning, and/or outstanding balances exceeds the original deposit amount.

Itemized List of Deductions:

Description of Damage/Owed Balance	Amount
[e.g., Unpaid Rent for Month/Year]	[\$[Amount]]
[e.g., Professional Cleaning Services]	[\$[Amount]]
[e.g., Repair of Hole in Living Room Wall]	[\$[Amount]]
[e.g., Replacement of Broken Kitchen Blinds]	[\$[Amount]]
Total Deductions:	[\$[Total Amount]]

Deposit Summary:

Original Security Deposit: **[\$[Amount]]**

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

Remaining Balance Due to Tenant: \$0.00

[Optional: Please be advised that the costs exceed your deposit by **[\$[Remaining Balance]]**. A separate invoice for this remaining balance is attached and payment is requested by **[Date]**.]

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

Sincerely,

[Signature]

[Printed Name]