

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Tenant Name]
[Forwarding Address or Last Known Address]
[City, State, Zip Code]

RE: Itemized Security Deposit Deduction Notice

Dear [Tenant Name],

This letter serves as a formal accounting of your security deposit regarding the premises located at: **[Rental Property Address]**.

Following the eviction and your departure on [Date of Vacancy], your security deposit in the amount of \$[Original Deposit Amount] has been processed. In accordance with state law and your lease agreement, the following deductions have been made:

Description of Damage/Charge	Amount Deducted
Unpaid Rent (including holdover periods)	\$ [Amount]
Court Costs and Legal Fees (per Judgement)	\$ [Amount]
Cleaning Fees	\$ [Amount]
Repair: [Description of Repair]	\$ [Amount]
Repair: [Description of Repair]	\$ [Amount]
Total Deductions	\$ [Total Deductions]

Final Reconciliation:

- Original Security Deposit: \$ [Amount]
- Less Total Deductions: \$ [Amount]
- **Balance Due to Tenant / (Owed to Landlord): \$ [Final Amount]**

[Select one option below]

[Option A: If a refund is due] Please find a check for the remaining balance of \$ [Amount] enclosed with this letter.

[Option B: If the tenant owes money] The security deposit was insufficient to cover the total damages and unpaid rent. Please remit the remaining balance of \$ [Amount] to the address listed above within [Number] days to avoid further legal action or collection efforts.

Sincerely,

[Landlord Signature]

[Landlord Printed Name]