

[Date]

[Tenant Name]

[Forwarding Address]

[City, State, Zip Code]

RE: Notice of Security Deposit Deduction - Unreturned Keys and Hardware

Dear [Tenant Name],

This letter is to formally notify you regarding the status of your security deposit for the property located at [Rental Property Address], which you vacated on [Move-out Date].

As per the terms of your lease agreement, all keys, fobs, remotes, and hardware provided at the start of the tenancy were required to be returned upon move-out. As of the date of this letter, the following items have not been received:

- [Item 1: e.g., Front Door Keys - 2 count]
- [Item 2: e.g., Garage Door Opener]
- [Item 3: e.g., Mailbox Key]

Due to the failure to return these items, the locks must be professionally changed/rekeyed and the hardware replaced to ensure the security of the premises for future occupants. Consequently, the following costs will be deducted from your security deposit:

Locksmith/Replacement Labor: \$[Amount]

Hardware/Key Replacement Cost: \$[Amount]

Total Deduction: \$[Total Amount]

The remaining balance of your security deposit in the amount of \$[Remaining Balance] is [enclosed / being sent via method].

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

Sincerely,

[Your Name/Landlord Name]

[Company Name, if applicable]

[Contact Information]