

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

[Date]

[Tenant Name]  
[Forwarding Address]  
[City, State, Zip Code]

Re: Notice of Security Deposit Deduction - Unauthorized Alterations

Dear [Tenant Name],

This letter is to inform you of the deductions made from your security deposit regarding your lease of the property located at [Rental Property Address], which terminated on [Lease End Date].

Upon final inspection of the premises, it was discovered that unauthorized alterations were made to the property during your tenancy without written consent from the landlord. These alterations include:

- [Description of Alteration 1, e.g., Painting of living room walls]
- [Description of Alteration 2, e.g., Installation of permanent shelving]
- [Description of Alteration 3, e.g., Replacement of light fixtures]

Per the terms of your Lease Agreement, specifically [Section/Clause Number], alterations to the premises are not permitted without prior written approval. As these changes were not authorized, costs have been incurred to restore the property to its original condition.

**Itemized Deductions:**

Description of Restoration Work	Cost
[Restoration Item 1]	[\$[Amount]]
[Restoration Item 2]	[\$[Amount]]
<b>Total Deductions for Alterations:</b>	<b>[\$[Total Amount]]</b>

**Summary:**

Total Security Deposit Held: \$[Original Deposit Amount]  
Total Deductions (Including Alterations and other fees): \$[Total Deductions]  
**Amount Refunded: \$[Remaining Balance]**

Please find the check for the remaining balance of \$[Remaining Balance] enclosed with this letter.

If you have any questions regarding these deductions, please contact me in writing at the address provided above.

Sincerely,

[Landlord Signature]

[Landlord Printed Name]