

Date: [Date]

[Tenant Name]

[Tenant Forwarding Address]

[City, State, Zip Code]

Re: Partial Refund of Security Deposit for [Rental Property Address]

Dear [Tenant Name],

This letter is regarding the security deposit held for your tenancy at [Property Address], which ended on [Move-out Date].

Your initial security deposit amount was \$[Original Amount]. After completing an inspection of the premises, we are returning a partial amount of \$[Amount Returned].

As per the terms of your lease agreement, the following deductions have been made:

- \$[Amount] - [Reason: e.g., Unpaid Rent]
- \$[Amount] - [Reason: e.g., Cleaning Fees]
- \$[Amount] - [Reason: e.g., Repair for Damage to Living Room Wall]
- \$[Amount] - [Reason: e.g., Outstanding Utility Bills]

Total Deductions: \$[Total Deductions]

Total Amount Enclosed: \$[Amount Returned]

[Optional: Copies of receipts and estimates for the repairs listed above are attached to this letter.]

Please find the check for the remaining balance enclosed.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

[Phone Number]

[Email Address]