

[Date]
[Tenant Name]
[Tenant's New Address]
[City, State, Zip Code]

RE: Itemized Statement of Security Deposit Deductions

Property Address: [Rental Property Address]

Dear [Tenant Name],

This letter is regarding the security deposit held for the lease of the property mentioned above, which ended on [Move-out Date].

The total security deposit held was: \$[Amount]

Below is an itemized list of deductions for repairs, cleaning, or unpaid fees beyond normal wear and tear:

- [Item/Repair Description 1]: \$[Amount]
- [Item/Repair Description 2]: \$[Amount]
- [Unpaid Rent/Utilities]: \$[Amount]
- [Cleaning Fee]: \$[Amount]

Total Deductions: \$[Total Deductions Amount]

Remaining Refund Amount: \$[Refund Amount]

[Check one option below]

- ☐ A check for the remaining balance is enclosed with this letter.
☐ The remaining balance has been sent to you via [Electronic Method].
☐ No refund is due as deductions exceed or equal the deposit amount.

Copies of receipts or estimates for the work performed are attached for your records.

Sincerely,

[Landlord/Manager Name]
[Phone Number]
[Email Address]